

All The Answers*

[Almost]

* What are the Questions?

A Publication of the Boston Public Schools
High School Zone Office
Fall, 1990

Thank you...

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for its generous pledge to underwrite
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for their support and expertise



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HIGH SCHOOL ZONE SUPERINTENDENT
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Administrative Assistant

TO: Friends and supporters of the Boston Public Schools
FROM: Michael Fung, High School Zone Superintendent
DATE: October 1, 1990

I am pleased to send you a copy of our just-published handbook for high school students, *All The Answers*.

All The Answers was designed, written, and produced by my office, with the financial support of the Boston Herald and many other corporate sponsors. That generosity has enabled us to give a copy to every high school student, and the response from teachers, parents, and students has been very positive. [We have even received calls from suburban and private school systems eager for copies.]

In many ways, this book is symbolic: It represents the quality of work that an urban school system can produce and that its students deserve. For many of our students, it represents access to the myriad of unique programs and opportunities available in Boston.

As zone superintendent, I hope to restructure our high schools so that we begin to deliver the best education in the best setting for all of our students. *All The Answers* also represents one of the first steps to that end.

I look forward to hearing your comments. Please feel free to call my office anytime, (617) 442-0069.

All the Answers (Almost)

A Guide for
High School Students in the
Boston Public Schools



All The Answers is a publication of the
Boston Public Schools

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Acknowledgements

In 1978 when I left Brighton High School to become a principal, all my graduating seniors were accepted to college. I would like to claim that it was my inspirational teaching. However, just two years before, fewer than 70% of my students went to college, and several left after only one year.

What made the difference? It was a little known and long forgotten Chapter 636 program that allowed me to collaborate with Julia Chu of Boston University and develop a plan to guide students during high school. Our students visited colleges and major companies in the Boston area and heard lectures from various professionals.

We also wrote a booklet to provide them with information on colleges and work. It was nothing fancy, merely a collection of simple facts and useful suggestions. But somehow it worked. For my students, high school was no longer an aimless journey, a time for them merely to respond to the adventure and the crisis of the moment.

When I became the High School Zone Superintendent, I was determined to provide a similar booklet to each high school student. It was to be interesting, informative, attractive, useful, and, above all, readable. I wanted something that students and parents would *want* to read.

The task of producing *All the Answers* fell into the hands of three of my staff. Mary Ann Cohen, who is blessed with a very approachable writing style, collected the data, wrote the text, and designed the booklet. Robert Budak, who can claim to be the most experienced desktop publisher in the Boston Public Schools, formatted the text and arranged the layout. Sandra Lewis, who approaches publishing with more enthusiasm than anyone else I know, raised most of the funds and contributed to the editing.

The draft was circulated informally among friends and reviewed extensively. Too many people have made helpful recommendations for me to list them all. Nevertheless, I must acknowledge the valuable suggestions and encouragement of Jo Corro of the Private Industry Council, Ann Coles and Diane Dickerson of the Higher Education Information Center, John Diggins of the BPS Guidance Office, Charles Glenn of the State Department of Education, Jay Ostrower of ABCD, and Anne Wheelock of the Massachusetts Advocacy Center.

It is costly to publish a 90-page booklet for 17,000 students. Many groups have contributed to make it a reality. I especially want to acknowledge the generosity of the *Boston Herald* in providing most of the printing cost. I also want to thank the many other contributors. It is clear from the list of donors on the inside cover that many Boston institutions are committed to public education.

All the Answers is as up to date as possible. The SAT section, for example, includes the latest changes made by the College Board. To be consistent with the goals of the proposed high school restructuring plan, we are providing each high school with a small stipend so that teachers can review and discuss *All the Answers* with their students in small, after-school sessions. We also plan to translate *All the Answers* into Spanish as part of our high school Hispanic dropout prevention effort.

Michael Fung
August 1, 1990

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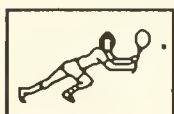


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LIFE AFTER HIGH SCHOOL

Your Choices

Oh, no.

Here we go again: more adults lecturing you about your "future," about how to be a "success" in life.

Right now, the future may seem a long way away. You're probably more worried about getting through math than choosing a college or getting a job after you graduate.

That's OK. Passing math is important.

But the time is coming soon when you'll *have* to think about life after high school: college, work, a trade, the military. And if you stay in school, you'll have lots of choices when you graduate. [If you don't, you won't. Simple as that.]

That's why we've written this book:

- ☐ to get you thinking about your future, whether you want to or not
- ☐ to help you sort out all your choices
- ☐ and to give you the information you'll need to get where you want to go.

It's written for all of you...from freshmen just beginning high school to seniors about to graduate.

Don't think that because you're in ninth grade, you're off the hook: That's the best time to start planning.

And don't think that because you're a senior, it's too late. There are still lots of things you can do to get ready for "the future."

“

Beam me up, Scotty.

---Captain James Kirk

”

Q.
**WHAT
ARE
MY
CHOICES?**

A.
Chances are
you'll go to
college, work,
learn a trade,
or join the
military after
high school.

College

"College" is not just Harvard and Yale. There are all kinds of colleges out there you may be interested in: two-year colleges, four-year colleges, training schools, and more.

And with the special financial aid and other programs available to Boston's students, *college is an option for any Boston Public School graduate who wants to go.*

Work

Because of Boston's job market, you can probably get a good job with good pay right after graduation. But if you plan now, you can start not just a *job* but a *career* after high school.

A Trade

Some of the best (and best-paid) jobs in the 1990's won't require a college degree at all. With planning, you can take advantage of Boston's terrific training and apprenticeship programs that will *really* pay off with a trade or technical career.

The Military

The Army, Navy, Air Force, Marines, Coast Guard, and National Guard can offer a lot to high school graduates: training, travel, job experience, and *great* educational benefits.

And More....

Some students choose a combination: working while going to college part time or taking courses while in the military.

The possibilities are many. The choice is yours....



Q.
**WHAT MAKES
YOU THINK I
CAN GET A
GREAT JOB
OR GO TO
COLLEGE?**

A.
Hey, you'll be a
graduate of the
Boston Public
Schools.

That's a big plus.

As a Boston Public School (BPS) student, you have four big advantages over other students:

1. The Boston Compact

Seven years ago, Boston's business community made a deal with BPS students: If you stay in school, work hard, and get good marks, they said, we'll promise you a good job. That promise is known as the Boston Compact.

Since 1983, many of Boston's colleges and trade unions have also signed on.

Today's Compact is more than just a promise. It's...

- career counseling and tutoring
- an interesting, well-paid after-school and summer job while you're in school
- a very good full-time job in one of the leading banks or corporations when you graduate

- a terrific scholarship at one of Boston's colleges or universities
- training now and an apprenticeship later in a trade union.

It's all done through the Private Industry Council, the "PIC," and *every* BPS student is eligible.

2. ACCESS

Heading for college? Lucky you. As a BPS graduate, you've also got ACCESS.

The only program of its kind in the country---*in the country!*---ACCESS:

- helps you and your family sort out how to pay for college, where to apply for scholarships, how to fill out financial aid forms, and more.
- awards "last dollar" grants for expenses that can't be covered through loans and scholarships.

3. The Higher Education Information Center

One of the best places in the state to get advice and help is right here, in the Boston Public Library in Copley Square.

The Higher Education Information Center has *everything* you need to make career and college decisions:

- career information
- catalogs for hundreds of technical schools and colleges
- computer programs to help match what you want to the school that offers it
- and, most important, *real* help with financial aid.

And for BPS students, there are also...

- tours of local colleges
- a gigantic career expo
- a speakers' bureau
- and more.

And it's all free...

4. An Urban Advantage

If you go to a BPS high school, you are a city kid, and that's an advantage in your college and career search.

Why? Because everyone ---colleges, employers, trade unions, the military---wants diversity. They want students or workers or recruits from different backgrounds, different high schools, different parts of the country.

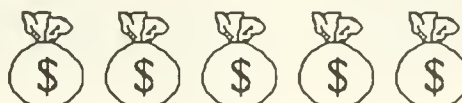
They're also looking for high school graduates who know how to get along with all kinds of people.

They all get lots of applications from suburban students but few from urban ones. That's where *you* come in.

If you can keep up your grades and graduate from high school, you'll have it made. *You might be the city kid they're all looking for.*

Last year...

- ☐ 134 BPS graduates got ACCESS grants averaging \$1,329 each.
- ☐ PIC placed more than 1,000 BPS graduates in permanent jobs in over 400 companies.
- ☐ The Higher Education Information Center helped 24,000 people with college, career planning, and financial aid advice.



Q.
**BUT I'M NOT
A SENIOR.
WHY SHOULD I
WORRY NOW?**

A.
What decisions
you make *now*
will affect how
many options you
have *then*, after
high school.

Q.
**OK. OK.
I'M
CONVINCED.
WHAT DO I DO?**

A.
It's easy. Go get....
✓ good grades
✓ good courses
✓ good activities
✓ good advice.

Example:
Your chances of getting
into college *then* will
increase if you pick
college-prep courses *now*.

Example:
Your chances of getting a
professional job *then* will
be better if you get an
interesting after-school job
now.

Example:
Your chances of getting
into a trade union *then* will
be better if you plan for a
vocational or technical
career *now*.

Example:
Your chances of getting a
military scholarship *then*
will go up if you sign up
for Junior ROTC *now*.

Why? Being a city kid
may be an advantage, but it
doesn't mean you'll get a
free ride. You'll have to
prove that you are
responsible and capable.

For the college admissions
office, prospective
employer, trade union, or

military recruiter, your
high school record---your
grades, courses, and
activities---is the best proof
that you are.

You don't think you need
advice? Everybody does
sometime. *Don't be afraid
to ask...*

Good Grades

Six easy steps to all A's.

Colleges and trade schools want students who'll succeed at their school.

How do they predict that?

By looking at your high school record: your courses, your activities, and most important, your marks. *[Oh, no!]*

Employers and military recruiters consider marks, too. It's one way they judge whether you'll be a responsible employee or recruit.

So you're not an all-A's student? Hardly anyone is.

But if you want to get *better* grades, you'll have to...

1. show up
2. work hard
3. do your homework
4. talk with your teachers
5. develop good study habits
6. get a little help.

RULE #1. SHOW UP

The first rule is: Get out of bed and go to school. You can't learn if you're not there. And in Boston, you can't pass if you're not there.

Why? The BPS Promotion Policy is tough. You need *two* things to pass:

- ① decent grades *and*
- ② good attendance.

If you cut school (or have unexcused absences) for too many days in each marking period, you fail all the courses for that term. *Period.*

That is worth repeating: **If you have too many unexcused absences, you fail all your courses for that term.**

This is serious stuff. Poor attendance can also keep you out of some special programs like the Boston Compact. It may even keep you off the football or basketball team.

RULE #2. WORK HARD

Just showing up is not enough. You also have to take learning seriously.

Sure, it's the teacher's job to teach. But you have to work at this, too. Actually, you've got it easy. Your teachers have it tough.

For example, your social studies teacher has to figure out how to squeeze all 500 years of American history since Columbus into 180, 45-minute periods, to 150 students... *...and* take attendance, check on homework, give tests, keep the material interesting.

All *you* have to do is:

- ☛ pay attention. No eating, sleeping, fighting, or talking in class.
- ☛ do your homework and do it on time.
- ☛ study for tests. Like it or not, *test* grades determine *final* grades.

How to Get Good Grades (continued)

Make the effort and you can pass the course. But you can probably be an A or B student. But to get *there*, you'll have to do more.

Mostly, you need a good attitude. You have to *want* to learn, or at least be willing to give your teacher and the course a chance.

Let's go back to that social studies class. So you've memorized all the generals in the Civil War. Good.

But have you worked to *understand* the war? And what role business played? And why "states' rights" was an issue? And what role black soldiers played in the war that ended slavery? And how the war divided the country so painfully?

That kind of learning takes an extra effort. But it can make a difference, not just in your grades but also in your whole attitude to school. *And in your future.*

RULE #3. DO YOUR HOMEWORK

There *are* advantages:

- ✓ you won't get yelled at
- ✓ you may enjoy it
- ✓ your grades may go up
- ✓ you may learn something.

If you don't do your homework:

- ✗ you *will* get yelled at, by everybody
- ✗ your grades *will* suffer
- ✗ you'll probably fall behind in class
- ✗ you may have to repeat the course, or worse, the whole year.

RULE #4. TALK WITH YOUR TEACHERS

They can help with...

- ☐ tutoring. Most are free to help you during study hall or after school.
- ☐ connections. If you're especially interested in a subject, a teacher can steer you to jobs, good books, after-school clubs, special programs, and more.
- ☐ advice. Believe it or not, teachers have helped lots of kids deal with school work, family problems, and peer pressure.

All you have to do is *ask*.

DON'T DROP THE BALL!

You need good grades (at least a C- average) and good attendance to be on a school team.

A D average on your report card will keep you on the bench for *at least* the whole next marking period. When can you play again? Next report card, *if* your average goes back up. No exceptions!

And these rules apply to school clubs, chorus, and other activities, too. Ask your coach or guidance counselor for details....



RULE #5.
DEVELOP GOOD
STUDY HABITS

You've heard it all before:
Eat healthful food, never
watch TV, read till you
drop, get enough sleep.

Who does that?
Hardly anyone.

But you can *try* to develop
some good habits:

- ☛ Find out what works for
you. If you can learn
with the TV or radio on,
fine. But if not, *turn it
off*.
- ☛ Ask your friends how
they study. You may
want to study together.
- ☛ Look for a good place
to study. If home is too
noisy, check out the
local library. Some
agencies like the Y have
study rooms, too.
- ☛ Don't put it off. A little
bit of review each night
is a lot easier than a
two-week cram at the
end of the year.

RULE #6.
GET A LITTLE HELP
No one can do it alone.

Sometimes you need extra
help with one or two
subjects. Sometimes you
need advice with other
problems before you can
settle down to school work.

Teachers can help, a lot.
Many high schools have
some kind of tutoring
program, but each is
different.

In some, teachers stay late
to help anyone who asks.
In others, there are special
during-school programs.
Ask your teachers or
guidance counselor.

The Guidance Counselor
isn't just for the seniors.
Starting in grade 9, your
guidance counselor should
be able to help you with
any questions you have
about school, about college
and a career, even about
problems at home.

But you have to ask.

Don't know who your
guidance counselor is?
That's no excuse. *Find out!*

Start in the school office.
Ask where the guidance
office is. There you can
find out the name of your
counselor and how to make
an appointment.

The School Nurse does
more than take your
temperature. She (or he) is
specially trained to answer
your questions about all
kinds of health and family
issues. Just ask.

The school nurse can also
advise you on medical
problems and help you find
a doctor, a clinic, and
counseling.

PIC Career Specialists
are also in most high
schools. (The exceptions:
Latin Academy, Latin
School, and Boston High.)

Career Specialists are there
to help you sort out a lot of
what is covered in this
book: how to get through

How to Get Good Grades (continued)

high school, what you want to do after high school, and how to get there.

PIC provides all kinds of career counseling, tutoring, and other help.

They can also get you a terrific after-school and after-graduation job.

Check out page 59 for more on the PIC.

Compact Ventures, a special program for grade 9 students, is in most high schools.

If you're selected, you'll be placed in a cluster with other Compact Ventures students and get small classes, special tutoring, counseling, and more.

You'll even get help with family problems. Ask your guidance counselor or teacher.

And don't forget to ask:

The school librarian, your class advisor, your coach, your clergyman.

Your friends

Yeah, really! Ask them how they study, where they get help, how they cope.

Neighborhood agencies

Don't think that agencies like the Y just have sports. Most of them also have lots of special programs for teens: tutoring, career counseling, jobs, trips to colleges and work sites, mentors, test preparation workshops, computer courses, *plus* swimming, karate, basketball, and much more.

Check out the Directory, page 80.

Just call the number listed and ask for the education coordinator or youth program director. He or she can mail you a booklet about their programs or answer your questions.

Uh-oh. A Roadblock.



D
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r

Sometimes, even after you ask, you don't get any help.

Maybe your questions have been ignored. Maybe you've been told you're not eligible for special programs (but you think you are). Maybe you've been discouraged from even *asking*.

Don't give up. Get more help, *different* help. Who?

1. *Your family.* When parents talk, schools listen.
2. *Other school staff.* If you've hit a roadblock with one person, ask another to help you sort it out.
3. *Agencies* like Freedom House and Mass Advocacy. They can help with problems just like this. Look in the Directory on page 80.

Q&A

Who was your hero as a teenager?

Felix Arroyo

Personnel Director, City of Boston

Gandhi, John Kennedy, Martin Luther King Jr., Albert Einstein, Superman, and, of course, the Beatles!

Ruth Batson

President, Museum of Afro-American History

I read about Harriet Tubman when I was a young girl, and she became my idol, my heroine. She still is today.

Maria Estela Carrion

Director, Academic Advising, U.Mass./Boston

John F. Kennedy. I also admired Martin Luther King Jr. and others like Malcolm X for helping to unite Blacks and Latinos to fight for equality and opportunity and against racism.

Judge Harry Elam

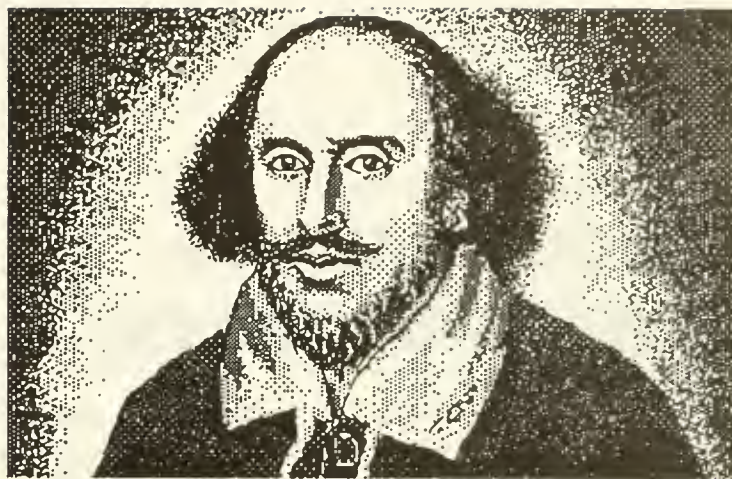
Massachusetts Superior Court

Joe Louis, the world's heavyweight boxing champion, and Paul Robeson, the great singer, actor, and activist.

Judge W. Arthur Garrity

United States District Court

Franklin D. Roosevelt and Joe Louis.



Peggy Hernandez

Journalist

Robert Kennedy, Cesar Chavez, Gloria Steinem, Lois Lane, and Wonder Woman.

Stephen Hill

"The Captain," WILD

My mom, father, and grandparents; the Jackson Five; my math teacher; and the school basketball team.

Elma Lewis

Director,

Elma Lewis School of Fine Arts

I admired many people, most of them people whom I saw daily. The members of my church were admired.

Black people who struggled for human rights impressed me. I really admired Melnea Cass, Roland Hayes, my first dance teacher Doris Jones, Adelaide Cromwell Gulliver, and many others.

Mary Richardson

News Anchor/Reporter, Channel 5

John Kennedy, Dr. Tom Dooley, Natalie Wood, and Jackie Kennedy. (I tried hard to look like her but I couldn't get my hair *poofy*!)

Alex Rodriguez

Chairman, Mass. Commission Against Discrimination

My mother; Willie Mays; the New York Giants; my brother Carlito who was a wounded and paralyzed Korean War veteran; Marlon Brando; and Jackie Robinson.

Frederick Salvucci

Mass. Secretary of Transportation

My father, Joe DiMaggio, and Rocky Marciano.

Gary Witherspoon

Reporter, Boston Herald

Walter Cronkite, Martin Luther King Jr., Langston Hughes, my boarding school minister Rev. George Vought, and my family.

Now, back to reality....



Good Courses

Is there life after study hall?

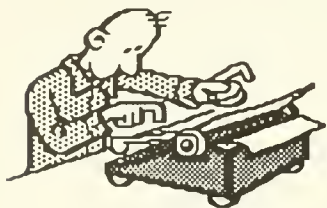
HELPFUL HINTS

Take

- ✓ typing
- ✓ computers
- ✓ Spanish.

Almost every job today involves computers, and computers require typing skills.

Being fluent in Spanish is an asset in most job searches.



No matter what you want to do after high school, you need to be able to read and do math.

Our advice:

Skip basket weaving, take algebra. [That's a joke. You can't *really* take basket weaving in the BPS.]

What we mean is: Sign up for the most challenging classes you can handle. But when you're signing up, don't forget that you need specific courses to graduate.

What Courses Are There?

That's an easy one: English, math, science, social studies, foreign language, and gym, right?

Yes and no. Those are the major courses that you'll need to graduate, but there are different *kinds* of courses that you should know about.

Basic & General Courses for English & math

If you're just starting grade 9, you've probably been "placed" in certain math and English classes by your new school, based on your test scores and marks from grade 8.

Chances are you're in a Regular, Basic, or General course for English or math.

Regular courses are "on grade level." If you're in a Regular grade 9 English class, for example, you're studying what all BPS ninth graders must study.

If you're in a Basic or General class, you probably need a little help before you are ready for Regular courses.

You are not alone.

Most ninth graders in Boston (except those at exam schools) start out in Basic or General courses and move on to Regular courses later.

If you're in a Basic or General class and feel you are ready for Regular courses, talk with your teacher, guidance counselor, and parents.

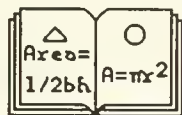
Other Courses

All of Boston's high schools offer similar courses in major subjects.

But that doesn't mean that all high school courses are alike.

For example, every high school offers social studies. But some offer economics courses to meet that requirement. Others offer international relations.

Shop around.



Flash!

*Remember.... every BPS student must take and pass four years of math to graduate, and **one of those courses must be algebra 1.***

Honors Courses

If you're especially interested in one subject, ask your teacher about getting into an "Honors" class. Some schools offer them beginning in grade 9.

They're tougher than regular courses. You'll probably get more homework, cover more material, and work harder for a good grade.

That's OK. Honors courses look great on your college application, job resumé, or military application.

Advanced Placement (AP) Courses

Some Boston high schools offer "AP" courses for juniors and seniors. These courses are equal to what you'd get as a freshman in college.

The work is hard, but if you pass the AP test in high school, you can get college credit for that course and not have to take it in college.

TO GRADUATE, YOU MUST TAKE AND PASS...

REGULAR PROGRAM

- 4 years of English
- 4 years of math, including algebra 1
- 2 years of social studies, including one year of American history
- 2 years of science, including one in lab science
- Plus* phys. ed., computer literacy, and health.

COLLEGE PROGRAM

- All of the above courses, *plus...*
- 1 more year of science
 - 2 years of a foreign language.

Three of your four math courses must be algebra I, algebra II, and geometry.

Courses at Other Schools

If you're interested in courses your school doesn't offer, talk with your guidance counselor or teacher. There are several alternative programs in Boston that might have what you want (see Directory).

You may even be able to sign up for a course at a local college through your high school.

Find out about *all* the possibilities before you make your decisions.



Good Activities

Off the couch, you potato!

Six reasons to get off the couch and do something interesting....

- ☐ It exposes you to different kinds of people.
 - ☐ It sometimes helps you learn a new skill.
 - ☐ It may teach you something about yourself.
 - ☐ It can keep you out of trouble.
 - ☐ It'll look good later on your job, college, and military applications.
 - ☐ It can be fun. *Really!*
-

What you do *after* school can be as important as what you do *during* school.

So, where do you start?

First, think about what you're interested in. When you have free time, what do you like to do? Which classes are your favorite in school? What do you like to read?

If you're not sure, then think about what you'd *like* to know about...what you'd *like* to try out.

If you're lucky, you'll be able to match what you enjoy with what you do after school.

You can...

Get a job.

The PIC has the best part-time, summer, and after-graduation jobs for high school kids in Boston.

Ask the PIC Career Specialist at your high school. [See page 59 for a list.] Or call the PIC at 423-3755.

Sign up for special programs.

Boston has some of the best programs for high school students in the country: courses, trips, internships, training, and much more.

Talk with your teachers and guidance counselor. Check out the Directory on page 80.

Volunteer for a cause or agency that interests you.

There are lots of advantages to volunteering, especially if you're too young to *get* a job.

As a volunteer you get to prove that you're capable and responsible, a big plus when you *are* old enough to apply for a job.

Volunteer experience, often called "community service," can count for a lot in your college or job search down the road.

How do you find volunteer work?

Call the Voluntary Action Center, 482-8370. Ask for the Student Volunteer Resource Center, a special service that matches teen volunteers with one of 300 agencies.

Or check out some places on your own. Look through the Directory at the end of the book.

Try out for a team or join a club at school.

Excellence in athletics can get you into (and, maybe, pay for) college. And that goes for men *and* women.

Being in a club helps, too. You may be eligible for scholarships and awards, especially if you're a leader, not just a member.

But keep your grades up.

Remember....You need at least a C- average on your report card to stay on a team or be part of a club.

EXAMPLE...You're a terrific artist.

Ask your art teacher about free classes for BPS high school students at the Museum of Fine Arts. Volunteer to teach after-school art classes at a local day-care center. Visit art museums; call and ask what days they have free admission. Job hunt in art supply stores and galleries.



EXAMPLE...You love animals.

Sign up for Zoo Crew at the Children's Zoo. Volunteer for an animal rights' group. Call veterinary offices about an after-school job. Check out opportunities at Angell Memorial Hospital in Jamaica Plain, the Trillside Museum in Milton, the Tropical Rain Forest in Franklin Park in Roxbury.



EXAMPLE...History is your passion.

Volunteer to do research or help out at the Museum of Afro-American History on Beacon Hill. Be a tour guide at the State House. Develop a project to make history fun for kids in a local day-care center or school. Walk the Black History Trail and Freedom Trail.



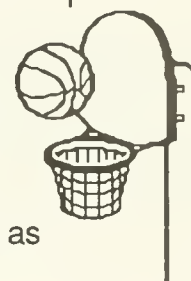
EXAMPLE...You speak your native language well but need more practice with English.

Look for a job/volunteer opportunity that lets you deal with people---as a messenger, receptionist, telephone answerer. Ask your teachers about language tapes that can help you learn. Being bilingual is a big plus!



EXAMPLE...You love basketball.

Volunteer to coach an after-school team at the local Y or Boys & Girls Club. Check out part-time jobs at the Sports Museum, even with the Celtics or college teams. Ask your coach about how to get a job as a referee or as a counselor at basketball camp.



Q&A

What job did you have in high school?

Amalia Barreda

News Anchor/Reporter, Channel 7

By high school, I was pretty serious about becoming a professional flute player. When a big flute-making company opened a factory in my hometown, they hired me to test their flutes before sending them out to market.

Judge Harry Elam

Massachusetts Superior Court

I worked summers as an elevator operator, a building custodian, and a longshoreman. I believe the pay was \$20-\$25/week.

Carmen Fields

News Anchor/Reporter, Channel 2

I worked as a food server in a buffet line at the Southern Hills Country Club in Tulsa, Oklahoma. I made \$3.37 for a four-hour shift.

Judge W. Arthur Garrity

United States District Court

I wrote school news for the local newspaper, *The Worcester Evening*

Gazette. It paid 12¢ for each columnar inch of published material.

Peter Gelzinis

Columnist, Boston Herald

I worked in the catacombs of Fenway Park back in the days of the friendly 5,000. My title was Concession Stand Porter, and we were paid \$12.95/game.

My first day the game ran 18 innings so I worked from 2:30 pm to 1:00 the next morning for \$12.95!

Robert Hayden

Director, Mass PEP
(Pre-Engineering Program) &
Afro-American Historian

I had a paper route in New Bedford (\$8/week) and a lawn care business (\$30-\$40/month). I also worked as a golf caddy, making \$40-\$50/week.

Larry Johnson

Cartoonist

I was a paper boy and also worked on Saturdays delivering chickens.... frozen, that is.

Peter Mehegan

Co-Host, *Chronicle*

I raked Irish moss off the rocks along the Scituate coast. Moss brought 2¢/lb. An average haul of 500 lbs earned me \$10!

Nelson Merced

State Representative

I sold hot dogs. I was paid \$1.00 an hour.

Dale Nesbary

Contract Director, City of Boston

I was a professional musician for \$20/hour, working 4 hours/week.

Francis Roache

Boston Police Commissioner

Prior to high school, I shined shoes in the vicinity of South Station. During high school, I worked part time at a leather factory in South Boston for 75¢/hr.

Rev. Bruce Wall

Asst. Clerk/Magistrate,
Boston Juvenile Court

I worked for the Dy-Dee Diaper Service.



OK. But should *you* get a part-time job in high school?

That depends.

We've laid out some of the advantages of working part time after school, but there *are* disadvantages.

- ◇ You can't just take the day off when you feel like it. Taking on a job is taking on responsibilities.
- ◇ Your marks could suffer. Studies have shown that marks drop when students work more than 15 hours a week. And your school work is more important than *any* paycheck.
- ◇ You'll also have less time for other activities: clubs, classes, hanging out with your friends.

Are you old enough?

If you're under 18, you're a "minor," and there are state laws about how many hours you can work, what jobs you can do, what machinery you can operate.

You may not like these rules, but they are there for your protection.

Do you have your working papers?

The state also requires that all minors who are 14-17 years old get "working papers" before they start a job. It's the state's way of making sure that employers follow all these rules.

It also helps the employer. The working papers verify your age, address, and school enrollment for them.

All Boston high schools give out working papers in the guidance office. But during school vacations and the summer, you'll have to go downtown, from 9 am-3:30 pm to the....

**Boston Public Schools
Working Papers Office
26 Court Street, 3rd floor
Boston MA 02108
726-6200 X 5188**

Take a copy of your birth certificate. If you're 14 or 15, you'll also be given two cards, one to be filled out by your employer and one by your doctor.

The Child Labor Laws

If you're 12 or 13...

- ✓ you are limited to certain "street trades" as a paper carrier, golf caddy, farm worker, etc.
- x you cannot work in a store, office, or factory. Don't accept those jobs even if you're asked.

If you're 14 or 15...

- ✓ you can work in an office, store, market, restaurant, gas station, or factory. But all have restrictions on what jobs you can have.
- x you cannot work during school hours, before 7 am, or after 6 pm.
- x you cannot work more than 3 hours/day on school days or 8 hours/day on non-school days.

If you're 16 or 17...

- ✓ you can work just about anywhere, except in "hazardous" jobs: operating heavy equipment, handling nuclear materials, mining coal, etc.
- x you cannot work more than 9 hours/day, with a few exceptions.
- x you cannot work more than 48 hours/week, before 6 am, or after 10 pm, with some exceptions.

Questions? ☎ 727-3460



How to Find Good Activities (continued)

One More Thing... *Summer Stuff*

Wait a minute! Isn't summer for sleeping late and hanging out with your friends?

Sure. For a few days. But sleeping late and hanging out can get *real* boring, *real* fast....

It can also be dangerous. The temptation to get into trouble can be very strong and hard to resist.

One way to stay out of trouble is to keep busy: Go to summer camp or sign up for special programs right here in Boston....

SUMMER CAMP Right. Summer camp.

Singing stupid songs around the campfire. Being eaten alive by mosquitos. Hiking five miles, *before breakfast*.

Wrong.

There are all kinds of camps these days: for computers, drama, sports, adventure, languages, fine arts, science, even camps that let you live and work in the national parks.

What about the cost? Some of these are free or inexpensive. Some *are* expensive but most have scholarships. *Go for it*.

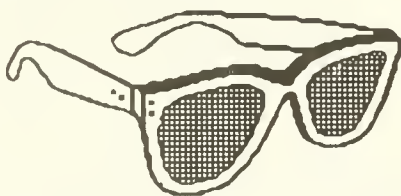
SPECIAL PROGRAMS

Boston has terrific programs for high school students. Some kids come from all over the world. All you have to do is take the MBTA!

You can...

- ✓ sign up for special college courses
- ✓ study writing with famous authors
- ✓ live in at colleges to get a feel for college life
- ✓ learn first hand what it's like to be an engineer
- ✓ practice and study with the Boston Symphony
- ✓ work side by side with a nurse as an assistant
- ✓ be an intern at the State House and study politics close-up
- ✓ and more....

How can you find out more?
Read and ask...



- The Directory, page 80.
- The Library, especially the Young Adult Room at Copley
- Your guidance counselor, teachers, and coach
- Agencies like the Y and Freedom House
- *Summer Stuff*, a guide to summer programs for teens, available in your school in April.

HINT---Do it early. Many programs are filled in the spring.



Good Advice

Where to get it, and why...

Nobody---repeat, *nobody*
--can do all this alone.

You've *got* to get some
help. Try...

People: your guidance
counselor, teachers,
career specialist, family,
minister, coach, relatives,
friends. They were all
teenagers once---yeah,
really!---and they want to
help.

Agencies: Alianza, HOPE,
the Y, Boys & Girls Clubs,
ABCD, Roxbury
Multi-Service Center, and
others.

The Phone: Many
agencies give advice and
help over the phone, for
free and anonymously, no
questions asked. Check out
the Directory on page 80.
Don't miss the the Teen
Line listing. They can
refer you to special groups
that just serve teens.

Books: Drop by your local
branch library or the main
library in Copley Square.
At Copley, both the Higher
Education Information
Center and the Young

Adult Room have *shelves*
of books on all these
subjects. They also have
staff to help you find them.

And now, a Boston library
card will get you books
from libraries in Brookline,
Cambridge, Chelsea,
Lexington, Malden, and
Newton. Stop in your local
library branch or call
536-5400 to find out more.

Check out your school
library and guidance office,
too. Lots of agencies like
the Boys & Girls Clubs
have libraries as well.

Freedom House's Project REACH

If you're lucky enough to be chosen
for Project REACH, you can get all
kinds of help: career counseling,
training, mentorships, community
service, even internships in a field
that interests you.

You'll also take part in their dynamite
Efficacy Program which focuses on
motivation and self-esteem.

And you'll get scholarships to help
you pursue your dreams, whether you

are heading for college, the performing
arts, or a trade.

But *you* have to work, too: keep up
your grades, take an active part in the
program, and give back some of your
talents to your community.

Who's eligible? Minority students now
in grades 10, 11, and 12.

Application deadlines are in the spring,
but you should call now---*this fall*---for
an application.

© **Project REACH, 442-7838.**

Q&A

Who helped you decide on your future and set your goals?

Toye Lee Brown

President, Freedom House

My high school guidance counselor and a lady who lived next door to me. She was an insurance salesperson and manager which was an unusual job for a woman in the 1950's.

Judge Harry Elam

Massachusetts Superior Court

As a youngster, I admired a young man who was about two years older than I.

He was an Eagle Scout and an excellent student at Boston Latin School. He attended a black college in the south and then went on to graduate from Harvard Law School.

He later became a federal judge and the solicitor general of the United States.

I tried to emulate him. In some ways I succeeded, but in others I did not. He was an outstanding role model.

Peter Gelzinis

Columnist, Boston Herald

Caryl Rivers, my teacher at B.U. She encouraged me to write the way I wanted and helped me believe I'd be able to make a living doing it.

Robert Hayden

Director, Mass PEP (Pre-Engineering Program) & Afro-American Historian

I majored in biology in college, and the works of George Washington Carver originally sparked my interest in science.

Stephen Hill

"The Captain," WILD

My parents guided me and set goals for me.

They provided me with an outstanding education and urged me to work to my potential.

I was also fortunate enough to have caring teachers who would not let me slip through the cracks.

Larry Johnson

Cartoonist

As a family, we grew up in the church. I'll never forget my grandmother used to say, "You must be somebody 'cause God don't make no junk!"

That and the support my mother gave me was enough to say "No" to outside influences who wanted me to go the wrong way.

Bob Lobel

Sportscaster, Channel 4

My high school teachers and coaches.

Christopher Lydon

News Anchor/Reporter, Channel 2

A friend of the family was Frank Buxton who had been editor of the Boston Herald.

He helped me decide that if I couldn't be a baseball player, journalism would open interesting doors.

R.D. Sahl

News Anchor/Reporter, Channel 7

My parents were always very supportive. They

never steered me toward any particular career path. Instead their counsel always dealt with the need to study, to work hard, to set goals, and to try to reach them.

Frederick Salvucci

Mass. Secretary of Transportation

Who helped me? My mother who convinced me to go to college and get more education rather than go into construction from high school.

Also, my music teacher at the Edison, Miss Fellman, who encouraged me to go to Latin School, and the principal, Mr. Gannon.

Sarah-Ann Shaw

News Reporter, Channel 4

My parents helped, and at least two of my teachers.

I was also helped by neighbors like retired Judge Harry Elam, a couple of ministers, and myself. I did a lot of reading, dreaming, and working on my own.

Lester Strong

News Anchor/Reporter, Channel 7

An English teacher in high school encouraged me to go into television. He was very much a mentor to me. He opened up a universe of possibilities I never would have considered by myself.

Donnie Wahlberg

New Kids on the Block

My parents and the teachers at Snowden High School.

Liz Walker

News Anchor/Reporter, Channel 4

My parents helped me set my goals but I had a lot of help also from my high school journalism teacher.

Jack Williams

News Anchor/Reporter, Channel 4

A great deal of help came with the reading of the book, *Think and Grow Rich*. This helped point out the power of positive thinking and goal setting.

My father also helped me develop good work habits. When I

had a paper route, he would help me during the really bad snow storms, driving me around and encouraging me to put each paper inside the storm door.

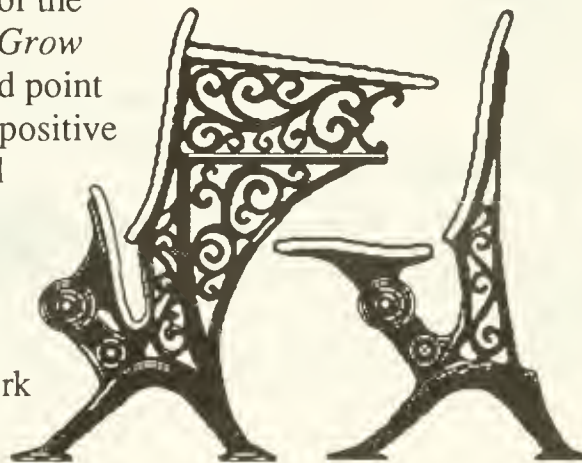
He emphasized to me to always do any job better than they expect. It's been the key to my success.

Gary Witherspoon

Reporter, Boston Herald

I looked up to Walter Cronkite and wanted to take his place, but he retired and I had to do it on my own.

And I always had my big brother looking over my shoulder making sure I stayed on track.





What Next?

So, you've done everything we suggested:

- gotten good grades
- taken good courses
- found good activities
- sought out good advice.

[Even if you haven't, there's still hope. Read on...]

By now you should have *some* idea of what you want to do after high school.

Do you remember the options?

- ☐ college
- ☐ work
- ☐ a trade
- ☐ the military.

Keep reading and we'll lay it all out, step-by-step.

Getting into College

If you've thought about college at all, you've probably heard or read this somewhere already:

"Selecting, applying, and getting into a college of your choice can be a difficult and lengthy process, often taking two or three years."

Oh, no. Does this mean that you've got to keep up your grades, handle a job, take part in good activities, have fun, *and* get into college, all at the same time?

Yes. Sorry. But it's not as bad as it sounds, and like everything else, if you know the rules and play the game, your task can be made easier.

And your chances of getting what you want, better...



Finding a College

OK, now you're ready to start the college search.

The first thing you have to do is decide *what* you're looking for. There are thousands of colleges in the United States, and each one is different.

For example...

- ☆ Deep Springs College has just twenty-five students (yes, 25!), is located on a 14,000-acre ranch in California, and is free.
- ☆ Cooper Union turns out some of the best architects and engineers in the country, is in New York's Greenwich Village, and is also free.
- ☆ The North Bennet Street School graduates some of the finest carpenters, cabinet-makers, and violin craftspeople in the country. Where is it? Right here in Boston!

There are also different *kinds* of colleges...

Finding the Right College

COMMUNITY

COLLEGES are two-year schools run by the state with four big advantages:

- ① Tuition is low.
- ② They have "open admissions." You just need a diploma (or GED) to get in.
- ③ In two years, you can get an "associate degree" in all kinds of areas such as medical technology or electronics.
- ④ Or you can transfer those two years of courses to one of the state's four-year colleges or universities and work towards a four-year degree.

Community colleges are inexpensive because they are "commuting" schools. Students live at home.

There are fifteen community colleges in the state, including four that are in or near Boston: Bunker Hill, Mass. Bay, Massasoit, and Roxbury community colleges.

JUNIOR COLLEGES are like community colleges, but privately run and, of course, more expensive. They also offer associate degrees, many in the same fields that community colleges offer.

Estimated expenses for junior colleges in Massachusetts range from \$6,000-\$15,100/year.

They cost more for two reasons:

- ① They're private schools, not supported by any state money.
- ② At most junior colleges, students live and eat on campus, adding to the cost.

There are sixteen private junior colleges in the state that award associate degrees. You've probably heard of some of them: Bay State, Chamberlayne, Katherine Gibbs, Fisher, the Franklin Institute, Labouré, Lasell, the New England Institute, and Newbury College.

FOUR-YEAR COLLEGES &

UNIVERSITIES can be public or private, offering hundreds of courses in many fields.

After four years, a student gets a bachelor's degree (B.A. or B.S.). At many, a student can also continue studying and get advanced degrees such as a master's (M.A.) and a doctorate (Ph.D.).

While public and private colleges and universities offer similar courses, they are very different in cost.

For example, state-run U.Mass./Amherst has 23,000 students and costs \$7,000/year for tuition, "room & board" (housing and meals), and books.

The private Harvard College has 6,600 students and costs more than \$21,000/year. (*Per year!*)

Both are excellent schools.



Finding the Right College (continued)

Massachusetts has seven state colleges, three special schools, and five state universities offering a good education at a low cost.

How low? Total costs for one year at a state college or university average about \$5,400-\$7,000. If you don't live on campus, the cost ranges from \$1,100-\$2,500/year.

There are also many private four-year colleges and universities in the state, including Boston College, Boston University, Emmanuel, Lesley, MIT, Northeastern, Simmons, Tufts, Wellesley, and Wheelock.

Costs at these private schools vary, but all are expensive, from \$15,000-\$21,000/year for tuition, books, room, and board.

But don't let the high cost discourage you from applying: Often the most expensive schools have the most financial aid.

TECHNICAL, TRADE, & CAREER SCHOOLS are private schools that train you in a particular skill that doesn't require a college degree.

Such as? Such as data processing, graphics, furniture restoration, hotel management, photography, real estate, travel, x-ray tech, and more.

Because they're private schools, they can be expensive. Check them out carefully.

And remember: You can study for these same careers at many community colleges for a *lot* less money.

MILITARY COLLEGES

---Annapolis, the Air Force Academy, the Coast Guard Academy, or West Point
---may be just what you're looking for.

They're hard to get into and to stay in, with tough academic and physical work, but you graduate with an engineering or technical degree and with an officer's rank.

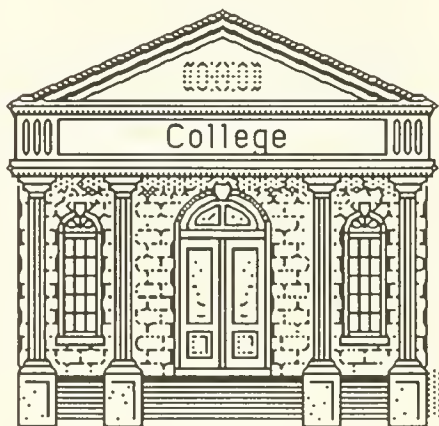
For the right student, military colleges offer a top-notch education, for free. But don't forget: You're also required to serve in the military for several years after graduation.

That's a lot of choices. Where do you start?

Well, you have to find out:

- what you want
- what colleges offer it
- which of those meet your needs
- what you need to get in
- how to apply
- how to pay for it.

Whew.



***Before you panic,
do this:***

**Get on the MBTA and go
directly to the Higher
Education Information
Center at the Copley
Square Library.**

[Do not stop.
Do not pass GO.
Do not collect \$200.]

They have everything you
need to sort this out.

Everything.

- ✧ Books on occupations:
what they are, what
people in that job do,
what education or
training is required.
- ✧ Guides to colleges,
trade schools, training
programs, foreign
study, community
colleges, and more.
- ✧ A computer program
that matches what you
want with colleges that
offer it.
- ✧ Catalogs for most
colleges in the country.
- ✧ Catalogs and
applications for most
colleges in the state.
- ✧ All kinds of information
on financial aid: grants,
scholarships, and loans.

Even better, they have
counselors there to help
you sort it all out. You can
even schedule a one-on-one
session with a counselor.

[On your first visit, ask the
person at the desk for a
quick tour. He or she can
show you where everything
is and how it all works.
After that, it's easy.]

OK, you're there, trying
to pick one college from
3,000+ out there....

Stop! You'll probably only
apply to a few, so let's
eliminate all the others...



**HIGHER EDUCATION INFORMATION CENTER
Copley Square Library, Lower Level**

666 Boylston Street
Boston, 02116
536-0200

OPEN: 9 am - 9 pm

Monday, Tuesday, Wednesday & Thursday

9 am - 5 pm on Friday & Saturday

Handicapped accessible. Staff also speaks Spanish.

Satellite Office: Roxbury APAC, 62 Warren St., Roxbury
Open Tuesdays & Thursdays: 9 am - 5 pm. Phone: 442-5900.



If you're a Boston Public School student, the Higher Education Information Center offers even more...

College Tours

Every April, the Center sponsors a one-day tour for BPS juniors.

You can catch the Center's bus to any two of twenty-four area colleges to visit, talk with staff, and meet students. Ask your guidance counselor or call the Center for details.

Career Expo

Next February or March, watch for the Career Expo, a one-day fair with representatives from more than 50 two-year colleges, career schools, and military branches.

If you go, you'll also have a chance at one of seven scholarships for BPS students.

National Scholarship Service for Negro Students

The Center also works with NSSNS on a college fair every April with representatives from historically black colleges. Scholarships are available there, too.

**Interested? Great.
Call 536-0200.**

Finding the Right College (continued)

Start by asking yourself some basic questions:

- Q.** What do I want to study? Or *might* want to study?
- Q.** What kind of school offers what I want?
- Q.** Do I want a big college or small one?
- Q.** Do I want to go to school in a city, a suburb, or a rural area?
- Q.** Do I want to go to school full time? Or should I work and take night classes?
- Q.** Do I want to go to school near home and commute or enroll far away?

Now, head for the bookshelf. The Higher Education Information Center has guides for just about any career or kind of school you're looking for.

Next, if you're looking for a four-year college, try out the GIS, an easy-to-use computer program that matches your interests with colleges. [Ask the staff to show you how to use it.]

When you've answered all the GIS questions, the computer will select as many as twenty-five colleges that have what you want (courses, size, location, etc.) and display information on each. You can also print out the data to take with you.

[A word of warning: the GIS is very popular. Call to sign up for weekday time. On weekends, it's first come, first served.]

Now, are there other colleges to add to this list? Are there schools that friends have told you about that you want to check out?

Ask your guidance counselor, teachers, parents, and others for suggestions. You might also want to talk with staff at some of the agencies that help teenagers, like Freedom House or the Y.

You don't have to take their advice, but you should ask anyway.



BOOKS YOU'LL FIND AT THE LIBRARY

Whoa! Let's back up a little here. *What* books does a library have? Can they *really* help? What *else* is there?

There are hundreds of good books written just for teens about how to find a career and the education and other training to go with it.

Here's a *partial* list of the books that are in the Higher Education Information Center or the Young Adult Room of the library at Copley Square. Your guidance office has many of them, too.

The Higher Education Information Center also has special sections on historically black colleges, on military careers, and on international colleges.

They also have a file cabinet full of the latest information on careers, including trade and technical jobs.

Just ask.

- ☐ A Real Job For You: An Employment Guide For Teens
- ☐ Action Careers
- ☐ ARCO's Scoring High On The SAT
- ☐ Barron's How to Prepare for the SAT
- ☐ Best Buys In College Education
- ☐ Black Students' Guide To Colleges
- ☐ Career Choices For Women In Medicine
- ☐ Career Without College
- ☐ Careers For People Who Love To Travel
- ☐ Careers In Fashion
- ☐ Directory Of Athletic Scholarships
- ☐ Dream Jobs
- ☐ Exploring Non-Traditional Careers For Women
- ☐ Foreign Jobs
- ☐ Glamour Careers
- ☐ Going To College While Working
- ☐ Gruber's Complete Preparation For The SAT
- ☐ Index Of College Majors
- ☐ Insider's Guide To The Colleges
- ☐ Lovejoy's College Guide For The Learning Disabled
- ☐ Master's Guide To Sports Camps
- ☐ National Career Directory
- ☐ National College Databank
- ☐ Occupational Outlook Handbook
- ☐ Off-beat Careers
- ☐ On-the-Job Training & Where To Get It
- ☐ Outdoor Careers
- ☐ Peterson's Guide To Two-Year Colleges
- ☐ Peterson's Guide To Four-Year Colleges
- ☐ Princeton Review's SAT & PSAT: Cracking The System
- ☐ Student Loan Handbook
- ☐ Summer Jobs
- ☐ Teenager's Guide To Study, Travel, and Adventure Abroad
- ☐ Ten SATs
- ☐ The Public Ivys
- ☐ Vocational School Manual
- ☐ What To Do Until The Counselor Comes
- ☐ Work, Study, and Travel Abroad
- ☐ Writing The College Application Essay
- ☐ Young Peoples' Yellow Pages
- ☐ And More...



Finding the Right College (continued)

OK, you've got your list down to fifteen colleges. Let's get it down to five.

READ college guides, available at the guidance office, school library, Higher Education Information Center, public library, or bookstore.

They're great sources of information, describing each college's strengths, weaknesses, social scene, reputation, admissions requirements, housing, financial aid, even the cafeteria food and weather.

WRITE to the admissions office of your fifteen choices. The addresses are on the GIS printout and in the college guides.

Explain that you are a junior (or senior) interested in their college and ask that they mail you information. [Don't worry. It's all free.]

Your mailbox will soon be filled with glossy brochures of smiling students and beautiful campuses.

Read the flyers carefully. Just keep in mind: *You're* the shopper. Compare programs, prices, opportunities, and more.

GO TO COLLEGE

FAIRS. Most Boston high schools (and suburban schools) hold a college fair every fall.

What's a "college fair"?

Picture your high school gym filled with hundreds of tables, each one set up by a different college.

Each table is covered with catalogs and brochures from the college and staffed (usually) by a representative from the admissions office.

This is a great chance to take a close-up look at a lot of colleges at once, to pick up information, and to get your questions answered.

Don't be scared: Hundreds of kids go to college fairs.

And they're all open to the public. There's no charge, and *everyone* is welcome.

Go!



Black Achievers College Fair,

Wednesday, October 24, 8 am - noon, MIT's Kresge Auditorium. Talk with staff from 25+ historically black colleges and learn about financial aid. **Information:** Your guidance counselor or ☎ 536-7800 X 387

Boston Public Schools College Fair, Thursday, November 15, 8 am - noon, U.Mass./Boston's Harbor Campus. Reps from more than 250 colleges from across the country will be on hand to answer questions. **Information:** Your guidance counselor.



VISIT some schools.
Wander around on your own and get a good feel for the school.

Even better, take a tour.
All colleges offer tours for high school students, usually led by one of *their* students.

A tour gives you a chance to see the campus and ask the important questions:
How's the food? What do students do for fun?
How heavy is the academic pressure?

[Don't confuse these trips with the more formal visits and interviews required by some colleges. These informal visits are for *you* to find out about the college.]

When should you do this? Any time from the winter of your junior year through early fall of your senior year.

If you visit in the summer, however, you probably won't see many students.
If you go in the spring or fall, you'll see the school in action and get a chance to talk with professors and students.

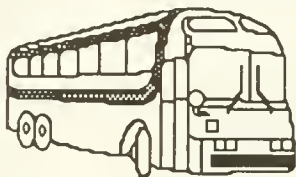
You can get to most colleges in the Boston area on the MBTA, even those that seem far away:
Brandeis in Waltham, Tufts in Medford, and others.

U.Mass./Amherst is only a three-hour bus ride away.
It's \$28, round trip.

Information on tours should be in the brochures you've been sent. If not, call or write the admissions office.

Many colleges also let you stay overnight if you make arrangements in advance.

Ask.



During February school vacation week, you can hop on a bus and visit twenty historically black colleges: Alabama State, Bethune-Cookman, Clark, Fisk, Florida A & M, Hampton, Howard, Johnson C. Smith, Morehouse, Morgan State, Morris Brown, North Carolina A & T, North Carolina Central, Norfolk State, Spelman, Tennessee State, Tuskegee, Virginia State, Virginia Union, and Winston-Salem State.

The tour also includes cultural events, historical sites, and "fun." And if you qualify, you'll get all kinds of help with your college and career decisions.

Who's eligible? Juniors and seniors with good grades, good SAT scores, and good attendance.

It costs \$850, and you can pay in installments (in advance). The deadline is November. Have your parent (or another adult) *call right away* for an Application Request Form.

College Opportunity at the Roxbury-N.Dorchester APAC.
☎ 442-5904.



Applying for College

Most colleges require:

An Application.

Each college designs its own application, and each asks you for different things.

They all start by asking the basics---name, address, high school---and most want you to list your activities, interests, and awards won.

But after that, they can be very different. For example, some ask what other colleges you're applying to and what you want to major in.

The application usually is not too difficult to fill out.

Your Transcript.

This is a record of all the courses you've taken and marks you've gotten since grade 9.

The transcript also includes your "class rank," how well you've done compared to your classmates. Together,

your courses, marks, and rank give the college a good picture of you as a student.

Most college admissions officers say this is *the single most important part of your application*.

Scholastic Aptitude Test scores, your "SATs."

All but a handful of four-year colleges require that you take a test in reading and math, usually the SAT.

It's one of several tests written by the Educational Testing Service (ETS) that you may have to take. The others are the Preliminary Scholastic Aptitude Test (PSAT), Achievement Tests, the ACT, and the TOEFL. More on these later.

An Essay.

Many schools ask that you write something, partly to learn more about you and partly to look at your thinking and writing skills.

Teacher (or Counselor) Recommendations. Most colleges also ask you to submit a recommendation from at least one of your teachers. They're looking for another opinion, a professional evaluation of your chance of success.

You never see your teacher's recommendation. It goes right to the college.

An Interview.

Some colleges, usually the most selective ones, also require that you have a face-to-face interview with an admissions officer.

If you can't travel there, the college can usually arrange an interview with a graduate who lives in the Boston area. They're volunteers who interview applicants, answer your questions, and send back a report to the admissions office.

Now that you've got some idea of what's ahead, let's look at each in detail.....

The Application

Most colleges send out applications to high school seniors in the fall. If you've written or called a college to request information, you'll probably get an application without asking.

If not, call or write as soon as you decide you're interested in a college.

[*Don't be shy.* Do you know how many students ask Harvard every year for an application? 40,000!]

The Higher Education Information Center can help here, too. They have applications for *all* colleges in Massachusetts as well as "Common Applications."

A Common Application is a perfectly legitimate, all-purpose application form that is accepted by more than one hundred colleges. Though most colleges prefer that you use their own application, they will accept a Common Application.

[The colleges all say that they treat Common Applications exactly as they do their own. That may be, but it's really only a last-minute option.]

The Higher Education Information Center also has United Negro College Fund Common Applications which are accepted by a large number of historically black colleges.

Now, when the application comes, treat it well:

- ✗ Don't spill tonic on it.
- ✗ Don't leave it on the kitchen table for six weeks.
- ✗ Don't jam it in your bookbag.

Lots of books say you should set up an elaborate filing system and draw up a master schedule of deadlines, requirements, etc.

Forget all that. Keep it simple. What's most important is that you keep

track of all papers and keep them clean. The admissions officer who reviews it will get his or her first real impression of you from that application.

Try this.

Get a couple of big manila envelopes or file folders, and label one for each college. Put *everything* for that college in that file: brochures, letters, application, etc.

On the outside of the envelope, list all the requirements for that college---essays, tests, recommendations---and the deadline the application is due.





THREE MORE THINGS

If you don't have one, get a **Social Security number**.

Every application requires one. Call 1-800-234-5772. They'll tell you what you need and where to go: downtown, Dorchester, Roslindale, or Roxbury.

Many colleges have an application fee, from \$10-\$50 *each*. That's pretty high. If it's too much, ask for a **fee waiver**. Lots of students do. Check the box on the application or ask your guidance counselor.

Your high school has a **six-digit code** that you'll be asked *many* times.

Memorize it:

| | |
|----------------------------|--------|
| ACC..... | 220336 |
| Boston High..... | 220182 |
| Boston Latin Academy | 220260 |
| Boston Latin School..... | 220185 |
| Boston Tech..... | 220195 |
| Brighton..... | 220205 |
| Burke..... | 220290 |
| Charlestown..... | 220560 |
| Dorchester..... | 220230 |
| East Boston..... | 220235 |
| English | 220240 |
| Hyde Park | 220280 |
| Madison Park/HHORC..... | 220296 |
| Snowden | 220232 |
| South Boston..... | 220385 |
| West Roxbury..... | 220340 |

The Application (continued)

Every time you do something---when you give a recommendation form to your teacher, for example ---write it down and the date you did it. This can all get very confusing, very fast, if you don't keep track.

Long before the deadlines, take a close look at the applications for the colleges you are most interested in.

Do they require Achievement Tests? A personal interview? Recommendations? You've got to do some of these things *months* in advance.

You should also begin to collect details ahead of time about: your summer jobs, with dates, places, responsibilities; activities you've been involved with; awards you've gotten. *Every* application asks for that information.

Spend some time getting it together and write it all down. You'll just have to copy it after that.

Now, are you ready to fill out the application? OK.

Type it or use a good blue or black pen. No pencils or hot pink markers, please!

You might want to photocopy the application first and practice on the copy.

Get some help in filling it out, too, from your guidance counselor, parents, or places such as the Boys & Girls Clubs.

When you're done, make a copy of the application, put the copy in your manila envelope, and send the original off to the college.

(Check that you've included everything they ask for, of course...)

And don't miss the deadlines...

About these deadlines....

There are several different ways to apply to a college:

Regular Admission. This is the way *most* students apply. Your application is considered with those of all the other students who are applying at the same time.

Most colleges have regular admission deadlines between January 1 and April 1. Most also send out acceptances (and rejections) by April 15.

Rolling Admission. Some colleges, mostly large public universities, review applications and make decisions as students apply, rather than reviewing them as one group.

For these colleges, you should call for an application in September and submit it as soon as the first marking period ends.

[Actually, that advice is good for *all* colleges!]

Early Decision.

If you know exactly where you want to go, and know that you have a great chance of getting in, you can apply for Early Decision. The deadline is usually November 1, with a decision by December 15.

But be careful. There are pluses and minuses to Early Decision.

When you apply Early Decision, for example, you are making a legally binding promise to attend that college if you are accepted and to withdraw your applications from all other colleges.

This is a big decision: Talk with your family and your guidance counselor.

Early Action.

This is similar to Early Decision but without the obligation to enroll if you're accepted. Not all colleges allow Early Action. Ask your guidance counselor.

Early Admission.

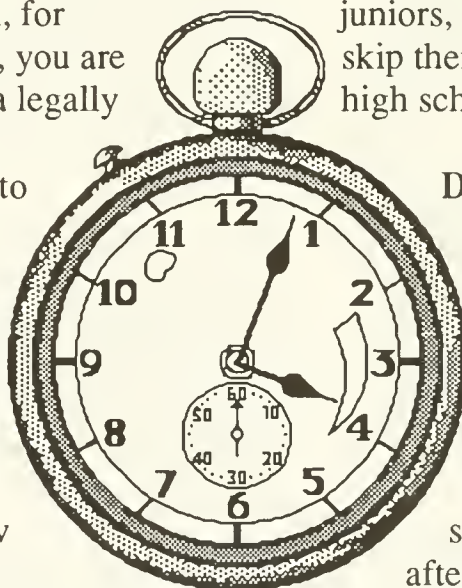
If you're a junior and ready for college *now*, you might consider Early Admission. Most colleges accept a few talented high school juniors, allowing them to skip their senior year in high school.

Deferred

Admission. Once you're accepted, some colleges allow you to delay enrollment up to a year.

Some students start in January after they graduate from high school, others wait until the following September.

OK. Now let's go over the *other* parts of the application process.





Your Transcript

Every college asks for your transcript, an official record from your high school of all your courses and marks from the start of grade 9 through January of your senior year.

The application usually includes a transcript form that you give to your guidance counselor. He or she fills it out and mails it to the college, not you.

What does the college admissions officer look for in a transcript?

Several things:

☐ **required courses.**

Every college has admissions requirements: courses that you need to take in high school to get into their college.

For example, some require that you take two years of a foreign language in high school. If you haven't, they may not even consider your application.

☐ **challenging courses.**

Admissions officers look at course titles and descriptions, judging you (a little) by what courses you've chosen to take in high school.

☐ **consistently good (or steadily improving) marks.**

Hardly anybody gets all A's in all courses, and colleges would be empty if they accepted only *those* students. They're looking for students with decent marks or whose marks have gone up.

Going from all D's to all A's---*and back again*---is not a good sign. But going from a C student as a sophomore to a solid B+ student as a junior *will* impress them.

It could indicate that you are taking school more seriously, that you are capable of college-level work, and that you can work hard for a goal.

☐ **your class rank.**

This number tells them how well you are doing compared to your classmates.

Your rank is calculated by your high school, using a mathematical formula.

The formula is weighted so that marks for tougher courses such as Honors classes count more.

☐ **special information about you.**

Maybe you've just come to this country and are struggling with a new language and culture.

Maybe you have a learning disability and have had to work harder to get decent grades.

Maybe you are the first in your family to apply to college.

If you've done well despite these obstacles, colleges will be impressed.

PSATs, SATs, Achievement Tests, Etc...

Most four-year colleges require applicants to take one or more standardized tests. The ones you need to know about are the....

- **PSAT**, which you take as a sophomore or junior.
- **SAT**, which most students take as a junior *and* as a senior.
- **Achievement Tests** in one subject area such as Spanish or biology or American history.
- **ACT**, a test similar to the SAT that is required by most colleges in the west and midwest.
- **TOEFL**, an English skills test for students whose first language is not English.

For four-year colleges, your scores (especially your SATs) are important. They're not as important as your transcript---the first thing the college looks at---but they count a lot.

All things being equal, good SAT scores can help get you into the college you want, and poor SAT scores can keep you out. Good Achievement Test scores can make your case for admissions stronger, too.

OK. Take a deep breath and relax. We'll help you get through it all.

The first thing you should know is that it is possible (and not too difficult) to prepare for all these tests. With a little work, you can get decent, maybe great, scores.

How? Learn about the tests. The company that designs these tests, the Educational Testing Service (ETS), uses certain kinds of questions on each.

For example, twenty of the eighty-five questions in the SAT verbal section are analogies. If you learn what analogies are and how to answer them, you can boost your score.

That's one way to raise your scores: Familiarize yourself with the test.

Another is to use tricks that have proven effective. For example, if you know how and when to guess an answer, you can get better scores. [See page 41.]

Now, one at a time...

As soon as school starts, ask your guidance counselor or the Higher Education Information Center for...
Student Bulletin 1990 for the PSAT

The Registration Bulletin on the SAT & Achievement Tests

Taking the SAT

Taking the Achievement Tests

Bulletin of Information on the TOEFL





The PSAT

The first test you take, usually in the fall of your sophomore or junior year, is the PSAT (Preliminary Scholastic Aptitude Test.)

Most students think of the PSAT as a practice test for the SAT, and it is, sort of.

It's similar to an SAT but shorter. It's multiple choice, 110 minutes long, with 50 minutes for 50 math questions and 50 minutes for 65 verbal questions.



Like the SAT, the PSAT is scored from 200-800 for each section. A perfect score on both would earn a coveted 1600. Even if you blow every question, you'll still score 400.

This year, the PSAT will be given on either **Saturday, October 20, or Tuesday, October 23.**

Ask your guidance counselor when it will be given at your school.

The cost is \$6.00. You don't have to register in advance for the PSAT, but you should check in with the guidance office anyway.

OK, now that you know the details, there are a couple of things to remember about the PSAT:

- ⇒ **Colleges don't see your PSAT scores.** They're really for *you* to use, to get an idea of how well you'll do later on the SAT.
- ⇒ **Your scores will almost always go up from the PSAT to the SAT.** That's true for about 85% of the students who take the test. The other 15% had great scores to start.
- ⇒ **You may qualify for a National Merit Scholarship,** worth \$250-\$2,000, if you score very well on the PSAT. About 15,000 students qualify every year, and 5,000 get a grant. Colleges will also be impressed if you just *qualify*.
- ⇒ **If you don't do as well as you want to on the PSAT,** you still have several months to study and get ready for the SAT.

The SAT

Now you're in the big leagues. The SAT.

This is the test that the colleges *do* see.

But how colleges use SAT scores varies. Some consider them second after your grades. Others give higher priority to a student's interview, activities, and teacher recommendations.

What many colleges do is look at your SAT scores with your class rank, to see if they "fit."

What they're looking for are students with decent marks and decent SAT scores. Or great marks and decent SAT scores. Or great marks and great SAT scores.

OK, OK, now you know how *colleges* use the SATs.

But you can use them, too, to narrow down the list of colleges that you'll be likely to get into.

Most college guides include some statistics about a recent freshman class, with their average SAT scores.

Keep in mind that it's just an average. Students with special talents but lower scores may be accepted. By comparing your scores with those of the entering freshmen, you'll get some idea of your chances.

All right. All right. Let's get to the details.

Most students take the SAT in the spring of their junior year and again in the fall of their senior year. Why? To get the best scores they can.

The SAT is a three-hour, multiple-choice test divided into six sections:

- ☐ two 30-minute sections of verbal with 85 questions of four types: analogies, reading comprehension, antonyms, and sentence completions.
- ☐ two 30-minute sections of math with 60 questions of four types: arithmetic, basic algebra, geometry, and quantitative comparisons.
- ☐ one 30-minute Test of Standard Written English (TSWE) with 50 questions. The TSWE tests you on

SAT & Achievement Test Schedule

You must register by:

| | |
|--------------------------|------------------|
| September 28, 1990 | November 3, 1990 |
| October 26, 1990 | December 1, 1990 |
| December 21, 1990 | January 26, 1991 |
| February 8, 1991 | March 16, 1991 * |
| March 29, 1991 | May 4, 1991 |
| April 26, 1991 | June 1, 1991 |

For the test on:

* March 16: SAT only. No Achievement Tests given.



The SAT (continued)

basic grammar, sentence structure, and word choice. The TSWE is meant to help colleges place you in the right freshman English class, but it is often used by colleges as a measure of your writing skills.

- ❑ and one experimental section. [This one doesn't even count in your score!] The experimental section can be verbal, math, or TSWE. You just don't know.

The SAT is written by a private, for-profit



company, the Educational Testing Service, in Princeton, N.J., which also designs the PSAT, the Achievements, and many other standardized tests.

ETS says you really can't "study" for their tests. They say that if you have taken good courses, read a lot of books, and studied hard in high school, you'll do well on their tests.

That's good advice.

But many students have also found helpful some of the test preparation services that have been developed in the last few years. There are now SAT books, workbooks, courses, videos, even computer programs.

What do they do? Fill your head the night before the test with facts, formulas, and vocabulary?

No. They teach you test-taking *tricks*, some that work only with the SAT,

PSAT, and Achievement Tests.

One of the most popular test preparation programs is The Princeton Review which offers courses (expensive) and workbooks (inexpensive). They claim that if you do what they say, you can raise your SAT score an average of 150 points.

Other popular programs are Barron's and Kaplan's. Like the Princeton Review, they claim they can raise your scores, too. All their claims are hard to prove, but they *do* seem to get results.

We can't give you all of their advice here---that would take too many pages---but here are some samples from *The Princeton Review*:

- ✓ "Look for wrong answers instead of right ones. Why? Because wrong answers are usually easier to find." The more wrong

answers you eliminate, they say, the better chance you have of picking the right one.

- ✓ **"There is no penalty for guessing on the SAT."** For every right answer, you get one point. For every wrong answer, you lose only one-quarter point. If you guess on five questions, get one right and four wrong, you still break even.
- ✓ **"Every group of questions starts out easy and then gets hard."** They all count for one point each. Don't waste time on the hardest questions if you've left easy ones unanswered.
- ✓ **"The verbal SAT is almost entirely a test of your vocabulary."** The Princeton Review book includes their "Hit List," the most commonly used words on the SAT.

Interested? Great.

Now, go get some of these books and workbooks. [Check out the list on page 29.] You can find them at school, the library, and the Higher Education Information Center. Most bookstores also carry test prep books.

And don't forget to pick up your free copy of *Taking the SAT, 1990-1991* from your guidance counselor.

It's free, easy to read, and full of test-taking tips. Even more important: It includes pages and pages of practice questions and a chart for scoring your results.

Have you got the PSAT & SAT straight now? Good, because there are three more to learn about ...

Achievement Tests
The ACT Test
The TOEFL.

TOEFL?

What's a TOEFL?

Test Of English as a Foreign Language

If English is not your first language, some colleges may require that you submit your TOEFL scores.

No problem.

It's three hours long and tests how well you understand, write, and read English.

Why do colleges require it? They want to be sure that you know enough English to understand your professors and do the work.

Ask your guidance counselor for a TOEFL booklet or call the Higher Education Information Center at 536-0200.





Achievement Tests & The ACT

"Achievements" are one-hour standardized tests you take in one of fourteen subjects:

- English Composition
- Literature
- American History
- European History
- Math I
- Math II
- French
- German
- Hebrew
- Latin
- Spanish
- Biology
- Chemistry
- Physics.

They're all multiple-choice tests, except English Composition. That comes in two versions---English Composition and English Composition with Essay.

The first is all multiple choice; the second is 40 minutes of multiple-choice questions and 20 minutes of essay writing.

The essay topic is assigned when the test begins.

You can take up to three Achievements on the same day, *but you can't take an SAT and any Achievement Tests on the same day.*

Many colleges don't require any Achievements, but if you're good in certain subjects, you may want to take a few anyway. Good scores will help strengthen your application to *any* school.

Some colleges, usually very selective ones, require that you submit three Achievement Test scores.

When should you take an Achievement Test? Soon after you finish the course in that subject.

For example, if you take American history as a sophomore, take the American History Achievement in June of your sophomore year.

Pick up "Taking the Achievement Tests" from your guidance counselor.

It lists schedules, describes each test, and gives you practice questions.

Just like the SAT, there are also workbooks for each Achievement Test available from your guidance office, library, or bookstore.

Most important: Coordinate your test schedule. Some tests are given only once or twice a year.

The ACT

Most colleges in the midwest and far west require that you take the American College Test (ACT) instead of the SAT.

If you are looking at colleges there, check the application requirements.

If you do need to take the ACT, ask your guidance counselor or the Higher Education Information Center for more details.

Whew. Now what?

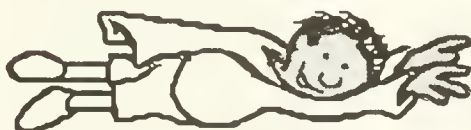


TAKE A BREAK. HAVE SOME FUN.



When you were 12 years old,
what did you want to be when you grew up?

- Amalia Barreda A doctor, musician, or interpreter at the United Nations
Now...News Anchor & Reporter, Channel 7
- Ruth Batson.....A teacher
Now...President, Museum of Afro-American History
- Liz Callaway..... An artist, ethologist, or sportscaster for the N.Y. Knicks
Now...Co-Host, *Ready To Go*
- Carmen Fields..... A model or secretary
Now...News Anchor & Reporter, Channel 2
- Peter Gelzinis Sandy Koufax, left-handed pitcher for the Dodgers
Now...Columnist, Boston Herald
- Stephen HillA census bureau statistician like my father
Now..."The Captain" & Program Director, WILD
- Franklyn Jenifer A physician
Now...President, Howard University
- Elma Lewis..... An actress and dancer on Broadway
Now...Director, Elma Lewis School of Fine Arts
- Christopher LydonAn infielder for the Boston Braves
Now...News Anchor & Reporter, Channel 2
- Dale NesbaryAn astronaut
Now...Director of Contract Management for the City of Boston
- "Dapper" O'Neil.....A policeman
Now...Boston City Councillor
- Frederick Salvucci..... A builder like my father and all my relatives
Now...Massachusetts Secretary of Transportation
- David Scondras A weatherman
Now...Boston City Councillor
- Francis Roache.....A priest
Now...Boston Police Commissioner
- Donnie Wahlberg..... Michael Jackson!
Now...One of the *New Kids on the Block*
- Liz Walker..... A teacher, actress, or writer. I had *lots* of dreams!
Now...News Anchor & Reporter, Channel 4
- Danny Wood..... An engineer
Now...One of the *New Kids on the Block*



Now, back to those PSATs & SATs. Sorry...



Some Final Advice On These Tests...

☛ **DON'T WAIT UNTIL THE WEEK BEFORE THE TESTS TO START PREPARING.**

(Do we *really* have to tell you that?)

☛ **TAKE A FREE TEST PREP COURSE.** Lots of high schools and neighborhood agencies offer free or low-cost workshops.

☛ **DON'T PUT THE TESTS OFF.** Take the SAT twice, unless your scores on the first try are phenomenal. Take some Achievement Tests as a junior, some as a senior. You may even want to take one or two as a sophomore.

☛ **LOOK VERY CAREFULLY AT ADMISSIONS REQUIREMENTS,** once you know what colleges you're interested in. Some tests are given only once or twice a year. *Plan ahead.*

☛ **DON'T MISS THE SIGN-UP DEADLINES.** They are usually six weeks before the test itself.

☛ **PAY THE FEES:**
\$6.00 for the PSAT
\$16.00 for the SAT
\$21.00 for one, two, or three Achievements taken on the same day.

If money is tight, you can have the fee waived. Ask your guidance counselor.

☛ **LOOK OVER THE REGISTRATION FORM BEFORE YOU FILL IT OUT.** There are lots of questions that you need to think about before you fill it out.

Examples: Do you want your scores sent to colleges? Which ones?

All the details are in the test registration booklets. Read them carefully.

☛ **TAKE THE TESTS UNTIMED** if you have a *documented* learning disability.

The SAT is also available in Braille, in large print, and on audio cassettes.

☛ **CHECK YOUR ADMISSIONS TICKET.** It'll be mailed to you several weeks after you send in your registration form. The tests are given at several sites in Boston on the same day.

Though you may have signed up for a nearby test site, you might have been assigned to another if your first choice was full.

☛ **CALL THE COLLEGE BOARD** if there are *any* problems with your ticket: 1-609-771-7588.

Or see your guidance counselor *pronto*.

☛ **TAKE IDENTIFICATION.**

The rules say that you must bring an "acceptable" photo ID: driver's license, alien card, passport, even your yearbook with your picture. *No birth certificates.*

But not everyone has a photo ID. Ask your guidance counselor to write and sign a note *on school stationery* describing your height, weight, hair color, etc.

In big, bold letters, the SAT booklet states...
"If you take no identification with you to the test center, you will not be permitted to take the test."

If you bring something that is unacceptable, the proctor must let you fill out an "Identification Verification Form" and let you take the test. Just bring *something*.

☛ **DON'T FORGET THE #2 PENCILS.**

Take four sharp pencils *with erasers* and a watch. The classroom clock may not work.

☛ **DON'T TAKE** food, books, notes, rulers, calculators, walkmans.

☛ **BE ON TIME.** The tests usually start at 8:30 am promptly. Be there at 8 am. You will *not* be admitted late.

OK, THE TEST IS OVER. NOW WHAT?

☛ **RELAX.** If you're like most students, you'll be tired, relieved, and hungry, but probably pretty sure you did OK. So relax.



☛ **BUT, IF YOU THINK YOU BLEW IT, CANCEL YOUR SCORES.** But *only* if you blew it.

Don't cancel them just because you think you can do better next time. You don't get that many chances to take these tests, so don't cancel unless you're certain.

To cancel, fill out a Cancellation Form on the spot. It will cancel the scores for *all* tests you took that day.

If you decide later to cancel, ETS must have your written request in hand no later than the Wednesday after the test.

☛ **WAIT.** Your high school (and any colleges you listed) will get your results in four weeks. You'll get them at home in five-six weeks.



The Essay

Many colleges ask you to write some sort of essay, and four of the most common topics are:

- ✍ "Write about someone you admire."
- ✍ "Tell us something about yourself."
- ✍ "Tell us why you want to go to this college."
- ✍ "Write about a book that has influenced you."

No sweat.

But the essay questions for some schools *can* make you sweat. For example:

- ✍ "Imagine that you are a talk show host and can invite any three people, fictional or real, past or present. Whom would you invite and why?"

Or,

- ✍ "Imagine that you are the newly elected leader of a small and very poor nation. How will you stabilize your country's economy and restore confidence?"

You'll probably need a little help with all this.

☛ **THINK** about what you want to say first, then outline your ideas.

☛ **BE REAL.** Don't say that your favorite book is the *Encyclopaedia Britannica* or that you admire the entire United States Senate. Nobody will buy *that*!

☛ **READ THE ELEMENTS OF STYLE** by Strunk & White, a quickie course on how to write well. It's short, direct, and fun. [Today's trivia: "White" is E.B. White who also wrote *Charlotte's Web*.]



MISTER ROGERS SAYS...

"Guess what nursery rhyme this is!"

Propel, propel, propel your craft
Gently down liquid solutions.
Ecstatically, ecstatically, ecstatically, ecstatically,
Existence is but an illusion.

☛ **WRITE A GREAT FIRST LINE** to draw the reader in.

☛ **ADD SOME HUMOR** and make the essay personal. Don't take yourself too seriously.

☛ **WRITE AS MUCH AS THEY ASK** for, no more. One page, typed and double-spaced, equals about 250 words.

☛ **WRITE IT AND RE-WRITE IT** until you're happy with it, then have someone else read it: a teacher, parent, friend.

☛ **CHECK IT** for errors and typos until it's perfect. Not *almost*-perfect. Perfect.

Teacher/Counselor Recommendations

Lots of colleges ask for recommendations from a teacher or guidance counselor. Some require *specific* recommendations ---from your senior English teacher, for example---but most let you pick.

A special form is usually included in the application. If not, your teacher or guidance counselor probably has a standard form they'll use.

Like your transcript, you'll never see your recommendation. Your teacher or guidance counselor mails it directly to the college.

Sounds simple, right? But, just like everything else,

there are "rules" about how to do all this...

☛ **PICK TEACHERS** who'll give you a good recommendation, of course.

☛ **USE MAJOR SUBJECT TEACHERS.** Unless you're heading for a phys. ed. career, your gym teacher's recommendation won't be as impressive as your science teacher's.

☛ **ASK.** That's just common courtesy. And ask in such a way that your teacher can refuse, "I know you're busy. Do you have time to write a recommenda-

tion for me?" You don't want a weak or negative letter.

☛ **GIVE YOUR TEACHERS PLENTY OF NOTICE**, at least a couple of weeks.

☛ **HAND THEM EVERYTHING** they'll need:

- the recommendation form
- an envelope addressed to the college admissions office *with a stamp on it*
- the date it's due.

☛ **THANK THEM** when it's over, with a quick note or in person. They are giving *their* time to help *you*.

*"Did you guess?
That's right! It's...."*

Row, row, row your boat,
Gently down the stream.
Merrily, merrily, merrily, merrily,
Life is but a dream!

Get the point?

☛ **EDIT.** In your essay, substitute a short word for every long one, if you can.



The College Interview

If you want to go to a very-hard-to-get-into college, you'll probably *have* to have a face-to-face interview. There's no way around that.

But most colleges don't *require* that you have one. If you're not sure, call the admissions office and ask them about their policy.

If they do want you to have an interview, but the

college is too far away for you to get to, ask them to set up an interview in Boston. Most can arrange to have a graduate of the college interview you here.

OK, so it's all set. You have a date, time, and place for an interview.

Now what? Just like everything else, you learn about the "rules" and make it easier on yourself.

☛ **BE ON TIME.** Even better, get there fifteen minutes early. If you *are* late, call to explain. You may be able to get an appointment later that same day.

☛ **BE YOURSELF.** The interviewer is interested in who you *are*, not who you think you *ought* to be.

They have lots of experience at this. Some see sixteen applicants a day, five days a week, for five months.

That's 1600 high school seniors every fall. They can spot a phony in the first few minutes. So relax.

☛ **DO YOUR HOMEWORK.** No, not your math and history. Homework about the *college*.

The morning of the interview, read over the

☛ **ASK QUESTIONS**, but not ones that you should already know: "Do you offer a major in chemistry?" "How many students go here?" And skip questions that are not very important: "When is spring break?" "How's the food?"

Ask three or four questions that you've thought about *and* care about:

Q. Do you have computers for student use?

Q. Do the professors have office hours for students who need help?

Q. How competitive is your study-abroad program?

Q. Do you offer internships or job placement services?

Q. What are the most active political groups on campus?



brochures the college has sent you. It'll help refresh you about the programs. It'll also get your brain going.

- ☛ **TALK.** This *is* an interview. It's your chance to show that you can speak and reason well.

Answer all questions thoughtfully. Take a minute to think first if you need to. Then, answer most questions for one or two minutes.

Now, don't spend two minutes answering, "Is this your first visit to our college?" or "How's the weather in Boston?" Those are ice-breaking questions, designed to make you feel comfortable.

But you *should* spend time answering the more important ones.

We've listed a few in the box, but most how-

to-get-into-college books have even more. It's worth your time to look them over.

- ☛ **DRESS APPROPRIATELY.** This is not the place for sweatsuits *or* jumpsuits *or* three-piece suits. Wear "church clothes," maybe slacks and a sports coat for men, a skirt and sweater for women.

- ☛ **DON'T PUT IT OFF.** Call the admissions office in the spring of your junior year for a fall interview, or at least a month before you want the interview.

Lots of kids schedule interviews (and tours) for the summer between the junior and senior years.

- ☛ **PRACTICE.** Do mock interviews with your guidance counselor, parents, or friends. They can *really* help.



- ☛ **BE READY.** You probably *won't* get the question Harvard has asked its applicants.... "If you could be any kitchen appliance, what would you be and why?"

But there are certain questions that you will run into:

- Q. Why did you choose this college?
- Q. What are your career goals?
- Q. What are your strengths? Your weaknesses?
- Q. Where do you see yourself in five years?
- Q. What's your favorite book?

Practice the mechanics of an interview, too: how to greet the interviewer, shake hands, and sit in a chair without slouching.

- ☛ **READ NEWSWEEK OR TIME** for a few weeks before your interview.



Famous Grads

Corazon Aquino
Pres., The Philippines
Mount St. Vincent College

Comedian Bill Cosby
Temple University
[& U. Mass./Amherst]

Artist Alexander Calder
Stevens Tech

Actor William Hurt
Tufts University

Rev. Jesse Jackson
North Carolina A & T

Author Stephen King
University of Maine

Astronaut Sally Ride
Stanford University

Edward Seaga,
Prime Minister, Jamaica
Harvard University

Author "Dr. Seuss"
Dartmouth College

Donald Trump
Univ. of Pennsylvania

Author Alice Walker
Sarah Lawrence College

Actor John Wayne
Univ. of Southern California

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Don Betterton.
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The Interview (continued)

Sometimes you'll be asked about current events to see if you are in tune with what's happening in the world.

Don't worry. You won't be asked the per capita income of the citizens of Zimbabwe, but you might be asked what you think of apartheid.

Check out the *Boston Herald* and other local papers. Be ready.

☛ **REMEMBER:**
THIS IS YOUR INTERVIEW. If your parents insist on coming, ask them to wait in the outer office.

When the interview is over, the interviewer will probably come out to meet them.

That's when you should formally introduce them to the interviewer. He or she will probably invite them into the office to ask questions.

That's their chance to talk, not before.

☛ **THANK THE INTERVIEWER** when you're leaving, and later. When you get home, send a short note thanking him or her for being helpful and for making the interview painless. [Ha!]

If you're *really* interested in that college, say it again in the thank-you note.

☛ **TAKE A TOUR** if you haven't had one yet. When you call to schedule the interview, ask about taking a tour.

Most colleges hire students to show you around the campus. You'll see classrooms, dorms, labs, the gym and pool, art studios, dining halls, and more.

And get the inside scoop from a real student.

The End. Almost....

Now you wait. By April, the notices should be rolling in, the acceptances *and* the rejections.

What's the best that can happen? You could be *accepted* everywhere you apply and then have to decide where to go. But if you're like most students, you'll get a few rejections and a few acceptances.

You might even get "wait-listed." That means that you have a pretty good shot at getting into that college by mid-May, after they figure out how many students who were accepted decide to go there.

What's the worst that can happen? You could be *rejected* everywhere.

Don't panic. That's not the end of the world. You still have a few tricks left in your bag. Talk to your headmaster and guidance counselor.

The headmaster can call a college and lobby for you to get in. Every college holds back a few seats for "special cases." It *does* work.

You can also get a list of New England colleges that still have openings as late as May 1. It's available from the New England Board of Higher Education after May 15. Call 357-9620 for a list.

[You'll be surprised. There are some very good schools on that list every year.]

One last word...

We've told you about some of the tricks you need to know and obstacles you'll probably meet in the college application process. But there are others, too many to include here.

So what can you do? Read and read and read....and get some help, from the guidance office, your teachers, the Higher Education Information Center, ACCESS, agencies, your family and friends. **This is just too complicated to do alone.**



George Washington

Who *didn't* go to college?

James Baldwin

Walt Disney

Thomas Edison

Henry Ford

Benjamin Franklin

McDonald's founder

Ray Kroc

Abraham Lincoln

Peanuts cartoonist

Charles Schulz

Mark Twain

But remember: Those were "the old days." A high school diploma was enough to get a good job. Today, you need special training after high school---college, technical school, or a trade---to ensure success.

Names from *Alma Mater* by Don Betterton.
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\$\$\$\$\$\$\$\$\$\$\$\$

Four words about paying for college: *You can do it.*

As a graduate of the BPS (and if you qualify), you are guaranteed the financial help you need to go to college. *Guaranteed.*

Through ACCESS, every BPS senior:

- ✓ can get one-on-one help to find and apply for financial aid
- ✓ is eligible for a cash grant to make up for what is not covered by financial aid.

That doesn't mean that you'll be handed \$20,000 cash each year for college. Nobody gets *that*!

It *does* mean that ACCESS staff will help you put together a complete financial aid package, with scholarships, grants, loans, and work/study. If that's not enough to cover your expenses and if you're eligible, ACCESS will give you a cash grant to make up the difference.

SCHOLARSHIPS

Scholarships are cash awards made to students, mostly based on academic achievement and financial need. They don't have to be repaid, but you *do* have to keep up your grades to keep getting them.

GRANTS

Part of your package may also be grants: cash awards to students that don't have to be paid back. Most are funded by the state or federal government and have specific eligibility requirements.

LOANS

Don't let the idea of a loan frighten you. Most students have to take out *some* kind of loan to get through college.

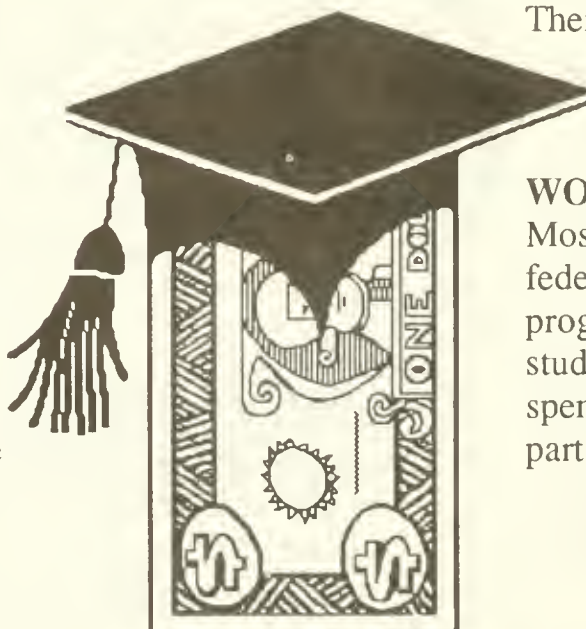
The state and federal governments sponsor several low-interest student loan programs that give you as much as fifteen years to pay your loan back.

And the best news...you don't start paying them back until after you graduate, when you have an income.

There are also special loan programs for your family.

WORK/STUDY

Most colleges offer a federal work/study program so that eligible students can earn a little spending money in part-time, on-campus jobs.



A Quick Course in Financial Aid

To get aid from any college, you must ask for it. (That makes sense, doesn't it?)

The college application packet includes a **financial aid request form**. It usually has to be mailed in with the application.

Be warned: The financial aid request form is just the first of many forms you'll be filling out.

The next is an **FAF, a Financial Aid Form**.

FAFs are detailed reports about your family's finances that determine how much aid you're eligible for.

The same basic FAF is used nationwide, but many states customize the FAF, adding a few questions of their own. Massachusetts is one of those states, and the form you'll fill out is

really an **MFAF, a Massachusetts Financial Aid Form**.

MFAFs look a lot like income tax forms, but worse. And like income tax forms, they're tricky.

Everyone needs help filling them out. That's where ACCESS counselors can help. They'll meet with you and your family and explain the forms. [See page 55 for a list.]

Once it's filled out, the MFAF is mailed to the **College Scholarship Service (CSS)** in New Jersey.

Think you're another Michael Jordan? Just remember...

Only 1 in 100 high school athletes gets a Division 1 college athletic scholarship.

Only 1 in 10,000 high school athletes goes pro after college. Average pro career: four years.

Source:

Senator Bill Bradley
former N.Y. Knicks forward



The CSS plugs the data into their computers and estimates how much your family can afford to pay for your college costs. That's your **Total Family Contribution, or TFC**.

The CSS then forwards your family's estimated Total Family Contribution to the colleges you've applied for and to state scholarship programs.

The college subtracts your Total Family Contribution from the total college cost to figure out your **need**, that is, how much financial aid you're eligible for.

Let's say that your Total Family Contribution is calculated at \$1,500/year. The college you want to attend costs \$7,500/year. That means you are eligible for \$6,000 in financial aid:

| | |
|---------------------------|---------------------|
| College Cost..... | \$7,500 |
| Total Family Contrib..... | -\$1,500 |
| Need | \$6,000 |



\$\$\$\$\$ (continued)

On the other hand, if your TFC is figured at \$9,000/year, and the college costs \$7,500/year, you are not eligible for *any* financial aid:

College Cost..... \$7,500
Total Family Contrib..... -\$9,000
Need \$0

Using this information, the college puts together a **financial aid package** for you, usually a combination of scholarships, loans, and work-study. The college's package is described in a **financial aid award letter** that usually comes with your acceptance letter, or soon after.

With luck, the college will be able to offer you a package that covers all costs. But sometimes it doesn't. Even with scholarships, grants, and loans, you may still have an **unmet need**.

That's where an ACCESS grant comes in handy. *If you apply and if you qualify*, you'll get a grant

that makes up that difference in cash, is renewable every year, and does not have to be repaid. *What a deal.....*

STEP BY STEP....

☛ **PICK UP AN MFAF** (actually get a couple for practice) from the guidance office or the Higher Education Information Center after November 1.

☛ **READ THE DIRECTIONS** carefully. Use only a blue or black pen. Correct mistakes the way they tell you to.

☛ **HAVE YOUR PARENTS** fill it out *pronto*. Because income tax information doesn't usually come until the end of January, they may have to estimate their incomes. That's OK.

☛ **LOOK IT OVER** carefully for three items, usually with a

box to check off:

- GSL/Stafford Loan
- Massachusetts State Scholarship Program (MSSP)
- Permission to send information to the U.S. Dept. of Education.

For all three, check "Yes" to be considered for these scholarships.

- ☛ **LIST** at least one college under the Student's Colleges & Programs section.
- ☛ **INCLUDE YOUR CHECK.** The cost depends on how many colleges you want the information sent to and what scholarships you apply for. Read the instructions carefully.
- ☛ **MAIL IT TO CSS** soon after January 1 ---but not earlier---and no later than February 15. Make copies of all forms before you mail them. Mail the original; keep the copy.

Is that all? No.

☛ **APPLY FOR FINANCIAL AID**
even if you think you're not eligible. You certainly won't get it if you don't apply.

☛ **APPLY EARLY.**
There is more money in the financial aid pot early in the year than later. Also, colleges that have rolling admissions often award financial aid first-come/first-served.

☛ **CHECK THE COLLEGE APPLICATION CAREFULLY.** Many colleges have their own forms you'll have to fill out or additional information you'll have to submit to be considered.

☛ **SHOP AROUND** for the best deal you can get. Call the financial aid office if their package is not enough. Sometimes they will offer more if you ask.

☛ **REGISTER FOR MILITARY SERVICE** if you're an 18-year old male. If you don't, your MFAF will not be processed.

You can register at any Post Office from thirty days before your 18th birthday until thirty days after. Then, send a Statement of Selective Service Registration Compliance to each college you apply to.

☛ **DROP BY OR CALL** the Higher Education Information Center for three free publications:

- Sources of Financial Aid for Mass. Students, available in several languages.
- Private Scholarships & Financial Aid Sources.
- Moving On: A Guide to the College Application Process.

☛ **GET HELP** from everyone you can.



HELP!

Your ACCESS counselor is
A.C.C.

Charmeen Napier
Boston High
Charmeen Napier
Boston Latin Academy
Nancy Whitcomb
Boston Latin School
Paul Miller
Boston Tech
Vusama Kariba
Brighton
Mary Truong
Burke
Paul Miller
Charlestown
Mary Truong
Dorchester
Vusama Kariba
East Boston
Mary Truong
English
Jacqueline Hayes
Hyde Park
Charmeen Napier
Madison Park/HHORC
Jacqueline Hayes
Snowden
Jacqueline Hayes
South Boston
Charmeen Napier
West Roxbury
Charmeen Napier
Jobs for Youth High
Paul Miller

Or call...
The ACCESS Office
60 State Street, #650
Boston MA 02109
723-7489



Special Scholarships for BPS students

BOSTON UNIVERSITY B.U. Scholars

Every year, B.U. awards fifty-eight scholarships to BPS seniors, at least three for each high school.

These are four-year, full-tuition scholarships, *and more*. B.U. Scholars get help with school work; counseling for other problems if they need it; and a three-week orientation in the summer after high school to give them a taste of college life.

B.U. Scholars can also apply for financial aid to cover other costs such as room and board.

Ask your guidance counselor about the program; the selection process starts with his or her recommendation.

Or contact...

Ruth Shane
Boston University
605 Commonwealth Ave.
Boston MA 02115
353-3551

EDWARDS SCHOLARSHIPS

Don't miss the chance for a \$500-\$2,500 Edwards Scholarship. Since 1939 when Mrs. Edwards set up the trust fund, these grants have been awarded to Boston's seniors. Last year, 400 students applied and 140 grants were made.

How do you apply? Easy. Fill out an application, submit recommendations, and have a personal interview. The Scholarship Committee looks for "good solid" students who have been involved in school clubs or community activities.

Interested? Call for an application after Thanksgiving and get it in well before the March 1 deadline.

Brenda McCarthy
Edwards Scholarship
10 Post Office Square,
Room #1230
Boston, MA 02109
426-4434

NORTHEASTERN UNIVERSITY

More BPS graduates go to Northeastern than to any other college in Boston. Why? One reason is that it's a "co-op" school, allowing students to work part of every school year.

Another is its generous scholarship programs. Every year, Northeastern awards 165 full-tuition scholarships (worth \$9,000/year) to Boston's students:

- **Boston Grants** are given to 60 BPS graduates.
- **BHA Scholarships** are awarded to 100 Boston graduates who live in public housing.



**WE'RE NOT
CLOWNING AROUND!**

- **Alice Taylor Grants** are set aside for five students who live in public housing in the Mission Hill area.

Most N.U. scholarships are renewable--you can get it every year---as long as you keep up your grades. They have all kinds of academic support, too.

To be considered for each, you must first be accepted by N. U. [What are they looking for? Students with good grades. Sound familiar?] Ask your guidance counselor or:

Michael Perry
Northeastern University
Boston MA 02115
437-2215



**YOU CAN GET
FINANCIAL AID!**

But that's not all.

There are hundreds of special scholarships and hundreds of thousands of dollars set aside just for BPS graduates. Each has different requirements, but you may be eligible for many of them.

Some scholarships, for example, are set aside for students who graduate from a particular school. And some are awarded by organizations: the Boston Teachers' Union, the Home & School Association, and others.

How do you find out about these local scholarships? Ask your guidance counselor. He or she should have a complete list for your high school.

But don't wait until graduation night to ask.

Plan ahead. Make an appointment with your counselor no later than November or December of your senior year.

Another great source of scholarship information is (you guessed it!) the Higher Education Information Center.

They have books detailing thousands of scholarships open to any student in the country.

Many of these books focus on scholarships for special groups: women, minority students, disabled students.

If you've decided to work and go to school part time, check out the Center's directory, *Greater Boston Employers' Educational Assistance Programs*.

Why?

Lots of companies offer educational benefits to their employees. Some even pay your tuition if you take college courses.

And if you're job hunting, why not work for the company with the best benefits?



WORK

Another Option

College isn't for everyone.

Some students choose a career or a trade right after graduation. Others work for a few years and go to college later.

If the option of work appeals to you, you can begin planning now *in* high school for what you want to do *after* high school.

One way is to "try on" different careers and find the one that fits you. How? With part-time and summer jobs that let you:

- ☆ "sample" a career.
- ☆ get training in a field that will help you win better jobs as you get older.
- ☆ meet all kinds of people.
- ☆ get *paid*.

If you're lucky, you'll also learn how to work, how to get along with others, how to do the best you can.

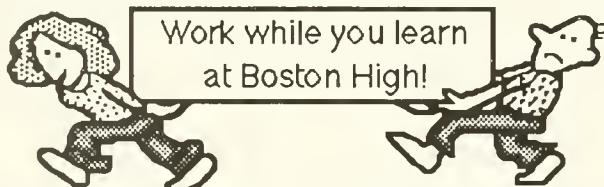
And if you graduate from high school with experience, you'll be a better candidate to get the full-time job you *really* want.

How do you get a job?
Easy. Go see the PIC CAREER SPECIALIST at your high school.

Almost every high school has a Career Specialist. He or she is a special staff person whose job is to help you look at your options, work with you on your academic and other skills, and help you find a job.

OK. But what do they *do*, exactly? Each Career Specialist works differently, but most:

- ✓ counsel students about different careers and career requirements
- ✓ invite professionals to speak with students about their work
- ✓ run get-a-job/keep-a-job workshops
- ✓ work with students on job applications and resumés
- ✓ help students find after-school and summer jobs
- ✓ place graduates in permanent, full-time jobs.



Check out Boston's own work/study high school in downtown Park Square.

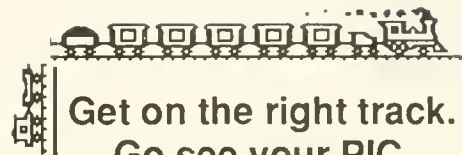
Students attend classes for half the day (mornings or afternoons) and work (for pay!) the other half.

Where? Most Boston High jobs are in the business

community, with one of seventy banks, insurance companies, and financial institutions.

And remember: Boston High is open to *all* students.

Call the school for more information, 451-6860.



Some even run mentor programs, pairing students who are interested in a particular field with a professional who works in that field.

Part-Time Jobs

Last summer, more than 900 Boston area companies hired 3,300+ BPS students.

The average wage for PIC summer jobs was more than \$6.00/hour. Some made more, some made less. But no one made less than what you'd make earning minimum wage, \$3.75/hr.

That may not seem like a big difference, but it can add up.

For a 40-hour week:

- you'd make \$150/week at minimum wage
- you'd make \$240/week at the PIC average wage.

Over a 10-week summer, that could mean almost \$1,000 more. Not bad.

Full-Time Jobs

But the PIC isn't just for part-time jobs. It's really for placing graduates in entry-level jobs with major banks and corporations.

Last year, more than 1,000 BPS grads were placed in full-time permanent jobs.

And they got good jobs. The PIC finds jobs that...

- ✓ match your interests and goals.
- ✓ give you good contacts.
- ✓ are good jobs, with a future.

With the PIC's help, you could be on your way to your "career."

OK, what's the catch?

You have to make two promises:

- ☛ You must keep up (or show that you're trying) a C or better average
- ☛ You must come to school at least 85% of every marking period.

That's not a lot to ask for all you get in return.

**Get on the right track.
Go see your PIC
Career Specialist.**

Boston Tech

Angela Cureton

445-1049

Brighton

Kathy Hamilton

254-0830

Burke

Mabel O'Keefe

442-1704

Charlestown

Roberta Hing

242-1520

Dorchester

Kathy Guerin

436-7976

East Boston

[To be announced]

569-7739

English

Gary Wallace

522-0954

Hyde Park

Polly Ingraham

361-6049

Madison Park

La-Ketha Hudson

445-0178

Snowden

Linda Palmer

267-5946

South Boston

[To be announced]

268-0118

West Roxbury

Keith Westrich

469-9471

**Or call the
Private Industry Council
185 Devonshire Street,
Boston MA 02110
423-3755**



Finding a Job (continued)

ON YOUR OWN

Don't want to get a job through PIC? That's OK. But you'll have to:

1. Find a Job

Start with the want ads: the *Banner*, *El Mundo*, *Globe*, *Herald*, *Sampan*, *South End News*, and others. They may have what you want or give you ideas about where else to look.

For example, a downtown bank may be advertising for part-time clerical help but you want to work near home.

If the in-town banks need help, the neighborhood ones may, too. That's a possibility.

You should also ask around: friends, teachers, guidance counselor, your family. They may have some ideas.

OK, you've found what you want. Now what?

2. Inquire.

Check the ad carefully to see what is needed. If you're not sure, call.

There's probably a phone number in the ad. If not, call the main number and ask for the personnel office.

Explain what job you're seeking and ask for the person who hires staff for that job.

Be prepared to *ask* questions. This is your chance to decide if you're interested in the job.

Be prepared, too, to *answer* questions. This is also the employer's chance to decide if he or she is interested in hiring *you*.

3. Apply.

There are several ways to do this. Some employers ask that you mail them your "resumé," a brief summary of your work and school experience. Based on that, they'll decide if they want to consider you for the job.

Others ask you to fill out an application first, and then schedule an interview.

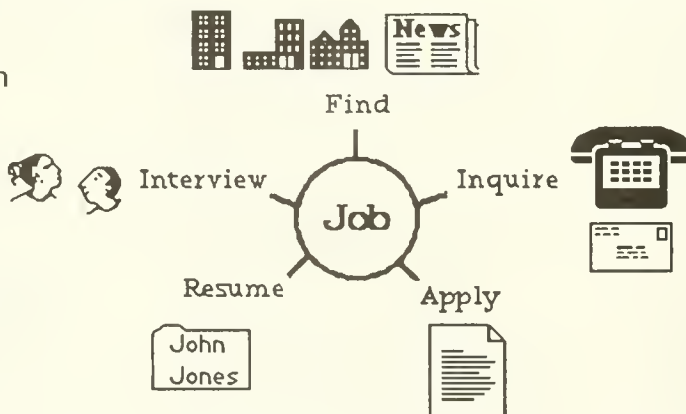
4. Prepare a Resumé.

5. Survive an Interview.

They're covered on pages 76-80.

There are all kinds of great books for teens on how to get a job. *Check them out.*

And don't forget to *ask*: your guidance counselor, teachers, agencies, friends, and family.

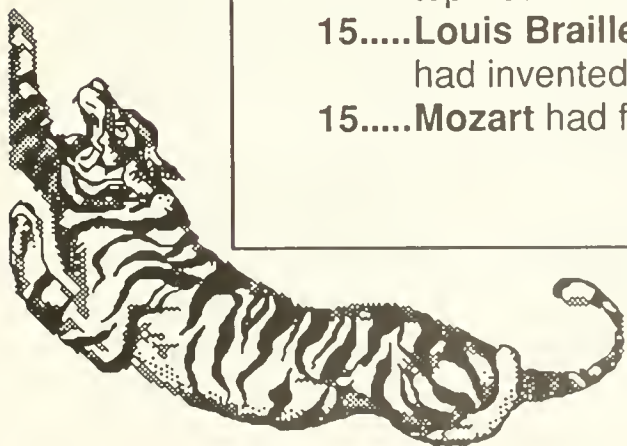




Now, a little history lesson...

BY THE AGE OF ...

- 3.....**Mozart** could play the harpsichord and memorize music.
- 6.....**Shirley Temple** had won an Academy Award.
- 7.....**John Stuart Mill** was reading *Aesop's Fables*, in English *and* in Greek.
- 7.....**José Iturbi** had mastered the concert piano and was teaching adults.
- 9.....Math whiz **Ruth Lawrence** had enrolled at Oxford University as a freshman.
- 10.....**Thomas Edison** had set up his first science laboratory.
- 12.....**Muhammed Ali** had set his sights on boxing's World Championship and had already designed his championship jacket.
- 13.....**Matthew Henson**, future co-discoverer of the North Pole, had signed on as cabin boy on a merchant vessel to see the world.
- 13.....**Michelangelo** had finished school and started his apprenticeship as a painter.
- 14.....**Bobby Fischer** had become an International Grand Master in chess, the youngest ever.
- 15.....**Martin Luther King Jr.** had skipped ahead three years in school and had entered top-notch Morehouse College.
- 15.....**Louis Braille**, blinded by an accident at three, had invented his fingertip reading method.
- 15.....**Mozart** had finished his 14th symphony!



Source: *The Book of Ages*, by Desmond Morris.



A Trade or Technical Career

Interested in carpentry or cosmetology or printing? What about auto repair or cooking or hotel management?

You might be headed for a career in those or one of 1300 other jobs defined as trade and technical careers.

These are jobs that *don't* require a bachelor's degree but that *do* require some training after high school.

Oh, yeah. Dead-end jobs with no future? No!

We're talking about challenging jobs that will be in great demand in the 1990's and that will pay *very* well.

Interested?

Call the state employment office at 727-6565 and ask them to mail you **90 Jobs for the Nineties**.

It's free, easy to read, and full of information about jobs. It's also *bright* yellow. You can't miss it!



Does this sound like an option for you? If it is, then you'll have to do some homework and some footwork, just like everyone else....

What *do* you want?

Before you start, you may want to take an "aptitude test," an easy test designed to identify and measure your unique skills.

These aren't like the tests you take in math and science class. There are no right or wrong answers. You don't get a grade.

Instead, aptitude tests ask you a series of questions about your interests. The results can steer you to careers that match *those* interests.

The test that the BPS uses is called the Apticom Test. Ask your guidance counselor about taking it or call Madison Park/HHORC (442-5200 X 543) for more information.

Finding a "career"

You've got good places to go for help. Ask...

- ☐ your family, teachers, clergyman, coach.
- ☐ professionals in fields that interest you. Ask them about training and find out what their job is *really* like.

Where do you find these professionals? Look in the *Yellow Pages*, then call or stop by an office or work site.

Explain that you're interested in their career and would like to talk with them for a few minutes. Most will be pleased to answer your questions or set up a time to do so. [They'll also be flattered that you asked!]

- ☐ your guidance counselor, Career Specialist, the Higher Education Information Center staff. They're all trained to do just this.

Fast Growing Careers That Don't Require A Bachelor's Degree

| <i>OCCUPATION</i> | <i>SALARY</i> | <i>TRAINING</i> |
|-----------------------------|----------------------|---|
| Computer Service Technician | \$21,000-\$34,000 | 1-2 years at a technical school |
| Dental Hygienist | \$13,000-\$23,000 | Dental hygiene school |
| Dispensing Optician | \$15,000-\$20,000 | 2-year program at community college or technical school |
| Engineering Technician | \$18,000-\$30,000 | 2-year program at community college or technical school, or by apprenticeship |
| Fashion Designer | \$17,000-\$34,000 | Associate degree or 2-3 year program at a fashion school |
| Graphic Artist | \$15,000-\$26,000 | Training in art at 2-year college or art school |
| Hotel Manager | \$21,000-\$46,000 | Associate degree in hotel management |
| Travel Agent | \$12,000-\$21,000 | 6-12 week program at technical school or community college |

And they all should have copies of:

- The Occupational Outlook Handbook
- The Dictionary of Occupational Titles
- The Guide for Occupational Exploration.

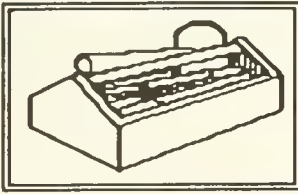
[You're right. They do all sound alike, but they're not.]

You can use these three books together to find out everything you want to know about any of 20,000 jobs in the United States: job description, training needed, salaries, future prospects, and more.

Now, finding the training. Once you've got some idea of what you want and what training it requires, you need to *find* that training.

Here's where it all gets a little tricky. But keep reading....

Source: AIM, A Guide for Vocational Graduates, Fall, 1988



Get a head start on a career at Madison Park/ HHORC...

Boston's vocational/
technical high school
offers a combination of
academics and skill
training.

You can study...
Auto Body Repair
Banking
Building Maintenance
Business &
Data Processing
Carpentry
Commercial Design
Construction
Cosmetology
Dental & Medical Asst.
Drafting
Electricity
Electronics
Food Service
HVAC
Hotel & Hospitality
Medical & Legal
Secretarial Work
Marketing
Office Management
Photography
Sheet Metal
Plumbing
Power Mechanics
TV Production
and more...

For more info, call
the school at
442-5200.

Getting Into a Trade or Technical Career (continued)

You can get trade or technical training in one of four places:

Two-Year Colleges

Both private junior colleges
and public community
colleges offer training in
many trade and technical
fields.

If you go this route, you'll
have to take academic
courses such as English,
math, and history as well as
technical courses.

But the big plus is that you
graduate with an associate
degree. That will impress a
prospective employer a lot.
You can also add to your
associate degree later by
taking more courses toward
a bachelor's degree if you
want.

Technical/Trade Schools

You might opt for a
technical/trade school.
They can also be public or
private schools, but the
length of the training varies
depending on the area you
study.

It usually doesn't take as
long as getting an associate
degree from a community
college. Why? You're
only taking courses in your
field. No history or
English.

An Apprenticeship

Your third option for
training is not in any school
but on the job.

Apprenticeships are
sponsored by trade unions
to train workers, a little like
farm teams in baseball. If
you qualify---and it's tough
to get an apprenticeship---
you'll be busy.

You'll work on a union job
site while taking classes
and attending special
training sessions sponsored
by the union.

In Massachusetts, most
apprenticeships are four
years long. But you'll get
paid while you train. You'll
start out at 50% of what a
fully-licensed professional,
a "journeyman," makes.

But you'll get steady raises, and by the time you're finished, you'll be making 90%. You'll also get all the benefits---vacations, holidays, and health insurance---that other union members get. Not bad.

The Military

Don't forget the military as a place to get technical training. Many programs allow you to earn credits towards an apprenticeship when you get out. Ask a recruiter.

OK, now the advice.

GRADUATE FROM HIGH SCHOOL.

Most schools and apprenticeships require a high school diploma. Some even have an entrance test!

CHECK OUT PRIVATE TRADE AND TECHNICAL SCHOOLS CAREFULLY.

Most of them are reputable, fully

accredited schools that will make good on their promises.

But some are not, using all kinds of "tricks" to get you to sign up. And once you do, you may have to pay the tuition *even if you withdraw.*

Your guidance counselor and the Higher Education Information Center can help here, too, with lists of accredited schools: those that meet certain minimum standards of performance.

A school can be accredited by the state or by an independent "accrediting commission" that is recognized by the Department of Education.

VISIT & ASK LOTS OF QUESTIONS...

Q. Are the courses and equipment up to date? Are the

teachers professionals?

Q. Is the school accredited? By whom? Call that agency to confirm that it is.

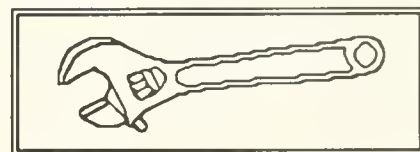
If it's not, skip it.

Q. How much "hands-on" training is there? Are classrooms set up like a real job?

Q. What percent of graduates are placed in professional jobs? Good schools place about 90%.

➤ **CALL LOCAL UNIONS** about training and apprenticeships. They're in the *Yellow Pages* under "Labor Organizations."

Or call the state Apprenticeship Office at 727-3486.





The Military

"Yes, sir! No, sir! Aye, aye, sir!"

You may think that you can cruise through high school, join the Army, and be all set.

Wrong. It's not so easy anymore.

All the branches of the military have tightened their entrance requirements in the last few years.

They all prefer recruits with a high school diploma and good academic skills. [Another reason to take high school seriously and keep your marks up.]

Interested? Keep reading.

The Pluses & Minuses of the Military

If you read the brochures and watch the commercials, you might think that the military is the ideal life: exciting, challenging, fun.

And it can be.

A military career can offer real advantages:

- ✓ training that you can use when you get out
- ✓ education: before, during, and after your tour of duty
- ✓ job security with terrific health, retirement, and other benefits
- ✓ travel and "adventure."

But there *are* some disadvantages. Once you have enlisted, you:

- ✗ have few options. You must go where you're told and do what you're told, with no arguments.
- ✗ cannot get out (easily)
- ✗ may end up in dangerous situations.



Where Do I Start? What Do I Do?

If you're serious about a military career, you have to do some homework.

First, you have to decide which branch of the service is the right one for you. And shop around. Not all of the branches are the same.

Just like applying for college or looking for a job, you need help with this. Talk with your guidance counselor and family before you make any decisions.

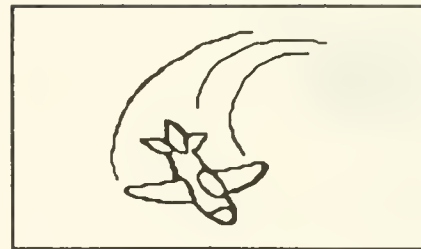
And, most important, talk with people who are already in the military. They can tell you what it's *really* like.

And *read*. One good book is *A Young Person's Guide to Military Service* by Jeff Bradley, one of many available at the library. Most career books for teens also include chapters on the military.

Air Force

Responsibilities: defend the wild blue yonder and explore space, provide support and transport for other branches.

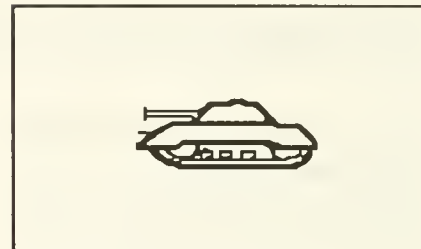
Some of the jobs: aircraft mechanic, radio operator, office staff, environmental specialist, intelligence operations staff, medical assistant, electronics specialist, air traffic controller.



Army

Responsibilities: defend the land, at home or overseas, assist local communities after natural disasters.

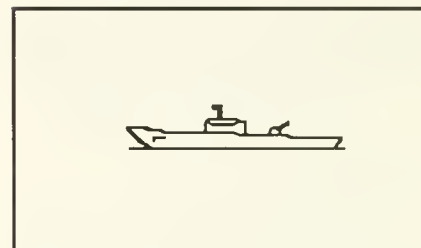
Some of the jobs: data processing specialist, missile tester and repairperson, firefighter, engineer, x-ray technician, surveyor, demolitions specialist, musician, photographer.



Coast Guard

Responsibilities: guard the coast *plus* enforce environmental and other laws, operate lighthouses, prevent smuggling.

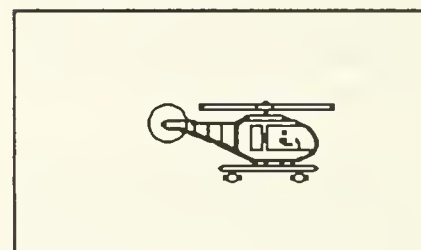
Some of the jobs: tugboat crew, locksmith, radar specialist, building superintendent, parachute packer, survival equipment specialist, reporter, marine science technician.



Marines

Responsibilities: protect United States citizens and interests around the world, provide security staff at embassies.

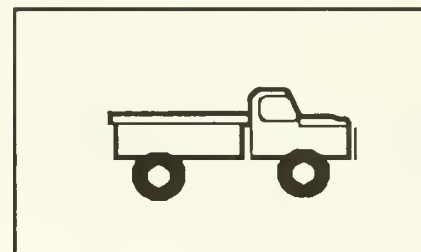
Some of the jobs: helicopter pilot, weapons specialist, computer programmer, chef, military police, aircraft firefighter, records clerk, printer, small arms repairperson, mortar man.



National Guard (Air & Army)

Responsibilities: preserve peace and protect citizenry, support rescue/recovery operations, provide disaster relief, assist other branches when called, serve local communities.

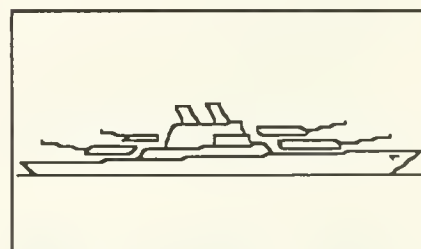
Some of the jobs: fighter plane mechanic, truck driver, health care specialist, telecommunications operator, social worker.



Navy

Responsibilities: protect the country from invasion by sea and ensure that all ships are free to travel the oceans.

Some of the jobs: dental hygienist, graphics artist, civil engineer, meteorologist, paralegal, illustrator-draftsperson, optical technician, pharmacist's assistant, steelworker.





Getting Into the Military (continued)

Let's get down to basics.

Who can join?

Just about anyone, men and women. You can be...

- ☆ 17-34 years old.
- ☆ a U.S. citizen or an alien with immigration and naturalization papers.
- ☆ single or married.

All branches prefer recruits with a high school diploma or GED, but it is not required.

For how long?

That depends.

Every branch has different "hitches," with more benefits and options available to those who sign up the longest.

You also have the option of combining "active" and "reserve" duty. On active duty, you are in the military full time, living on base and assigned to a

full-time job. In the reserves, you are in the military part time, often just a few days a month.

What is the work, exactly?

That depends, too. Every branch is charged with a different responsibility. You could serve in an embassy, decode messages, or patrol the coast for drug dealers.

But military bases are also small communities, and they need every service any community needs. You might...

- ✓ program and repair computers
- ✓ assist a dentist or doctor
- ✓ broadcast news or write for the paper
- ✓ be an air traffic controller
- ✓ even play in a marching band.

If you're in the National Guard, you may be assigned to help after a natural disaster like a hurricane or a blizzard.

Find out more.

**Call these toll-free numbers
and ask them to send you
their free packet
for high school students.**

| | |
|-----------------------------|----------------|
| Air Force | 1-800-423-8723 |
| Army | 1-800-USA-ARMY |
| Coast Guard | 1-800-424-8883 |
| Marines | 1-800-THE-USMC |
| National Guard (Air) | 1-800-638-0936 |
| National Guard (Army) | 1-800-322-1338 |
| Navy | 1-800-327-NAVY |



Is there a test to get in?

Yes, the ASVAB. The ASVAB is an aptitude test which identifies your skills and interests. You'll *have* to take it before you enlist, but you can *choose* to take it even earlier, in high school.

Relax. The ASVAB is not a test of what you know about American history or Shakespeare.

It's really a test of your practical skills, with questions in ten categories:

- general science
- word knowledge
- numerical operations
- auto & shop information
- mechanical comprehension
- arithmetical reasoning
- paragraph comprehension
- coding speed
- mathematics knowledge
- electronics information.

[Ignore the jargon. The ASVAB is a simple test of your reading, math, and mechanical skills.]

Like the SAT for college applications, your score on the ASVAB counts a lot.

Because the military places recruits in programs based on their ASVAB test, the higher you score, the more options you'll have. And certain programs are limited to recruits who have scored well.

Don't worry. Like the SAT, you can also get workbooks and practice. Ask your counselor or the Higher Education Information Center.

What's the pay?

Every new recruit in every branch of the military who is a high school graduate makes the same pay:

☆ \$699/month for the first four months

☆ \$724/month after that.

That's about \$8,700/year.

But remember: All of your living expenses---food, housing, clothing, medical care---are free.

And as with all jobs, you make more the longer you stay in.

After you've read the brochures, call the *local* recruiting offices for answers to your questions.

| | |
|----------------------------|----------|
| Air Force | 426-4235 |
| Army | 426-6488 |
| Coast Guard | 565-8656 |
| Marines | 426-4749 |
| National Guard (Air)..... | 235-5488 |
| National Guard (Army)..... | 728-3302 |
| Navy | 451-4683 |





Getting into the Military (continued)

What about women in the military?

The number is growing, but women are still restricted from certain combat-related jobs in most branches. The only exception is the Coast Guard: *All* jobs are open to women.

What is ROTC?

Most branches of the military have an "ROTC," a Reserved Officer Training Corps, to identify and encourage high school and college students who want a military career.

In high school, Junior ROTC programs start in grade 9 and have lots of advantages for the right student:

- ☆ You get a feel for the military *before* you enlist. That's important. Once you sign on the dotted line, you're *in*.
- ☆ You get special training, usually one class per day, that counts for high school credit.

☆ You enter the military with a higher rank and higher pay. For example, join the Army fresh out of high school and you'll earn \$699/month. But join as a Junior ROTC member and you'll get \$812/month.

☆ You are eligible for scholarships and special programs when you graduate.

What about educational benefits?

There are lots of those, too:

Educational benefits before you enlist...

There are some *terrific* scholarships that you should check out before you enlist, most for students who have been in Junior ROTC.

For example, the Navy and the Marines offer two- and four-year NROTC scholarships that pay all your tuition and book expenses at one of sixty

colleges. You also get a monthly allowance for other expenses.

These scholarships are tough to get, but there's help. BOOST is a program for students who need a little help before they can be accepted for an NROTC scholarship.

If you qualify as a BOOST scholar, you'll get 9-12 months of college prep training in California. When you graduate, you'll get either an NROTC scholarship or appointment to the Naval Academy. Not bad.

But remember...

- ✓ you'll probably have to major in science, technology, computers, or engineering. They don't need many art or ancient history majors!
- ✓ you do have to put in your time after college. The more you go to school, the longer you'll have to serve.

Educational benefits while you're in the service...

All branches offer all kinds of terrific opportunities to take college (and other) courses for credit. If you're in the Navy, you can even take college courses on your *ship*.

Some branches offer apprenticeship training in a trade so that you've met the requirements for journeyman status by the time you're discharged.

There are also all kinds of job training programs.

Many of these can be carried over into civilian life as well.

Educational benefits after you're discharged...

There are some great educational benefits once you've finished your tour. Cash for college, for one.

Regardless of what service you are in, you'll get cash for tuition when you're out...

☆ For the first two years of active duty you serve, as much as \$17,000.

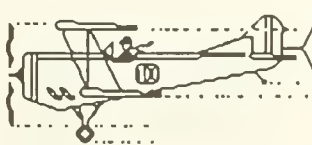
☆ For four years, as much as \$25,200.

Different services have other benefits as well. You really have to check them out before you sign up.

And you have to be sure that what they promise you is *written down and signed* in your "guarantee statement" or contract.

Getting The Best Deal...

You wouldn't buy a TV without comparing quality and prices. You shouldn't sign on *any* dotted line



Check out the Mass. National Guard!

Join the National Guard and, after training, you'll serve one weekend a month and two weeks every summer.

That's 39 days/year. Not bad.

But here's the *real* bonus: While you're in the Guard, you can go to any state university or state college *tuition-free*. And get a monthly stipend while you're there to cover expenses.

There *are* disadvantages. Your choice of colleges is limited; you'll have to commit one or two summers to training; and you are in the military, subject to military laws and decisions.

But if the cost of tuition is keeping you from going to college, you might want to check this out.

It may be a solution....



Getting into the Military (continued)

without shopping around either.

Call each of the branches and ask them to send you information on *everything*.

You'll find big differences among them---

- ✓ in length of service
- ✓ in benefits
- ✓ in choice of assignment
- ✓ in educational offerings
- ✓ in jobs and training
- ✓ in "philosophy."

Once you've settled on those you want to explore, go see a recruiter.

Just like a college interview, a meeting with the recruiter is a chance for you to size up each other and to ask questions.

You probably have some questions from reading the brochures. And the recruiter has a few for you.

Just like a job interview, you'll be asked details of your life: name, address,

medical history, education, etc. You'll also be asked about past drug use and any criminal record you might have. If you haven't taken the ASVAB test, you'll have to take a short version of it.

If you get over these hurdles to the satisfaction of the recruiter, he or she will start to talk specifics with you.

Now's *your* chance to ask the questions:

- Q. What programs am I qualified for?
- Q. Does the program I want have openings now? If not, can I enlist now but delay service until there is an opening?
- Q. Do I get an enlistment bonus?
- Q. Can I choose the job I want and/or the country I want?
- Q. How long can I stay there?
- Q. If I enlist with a buddy, can we be assigned together?

Now, take some time to think about this. Don't sign anything until you've made several trips to the recruiter, talked it over with your family, and decided what you want. Then, you make your choice.

One more caution: When you *do* sign those final papers, make sure the guarantee statement---or anything you sign---includes in writing *everything* that has been promised you. [You might even want to take a lawyer with you.]

Good luck!



Q & A

What advice do you have for Boston's high school students?

Jeanne Blake

Medical Reporter, Channel 4

My advice is to believe in your dreams and never shy away from hard work. You will stand out because so many people are lazy.

Love yourself even if you aren't perfect. None of us are!

And *read a lot*. Reading will make you a well-rounded person!

Toye Lee Brown

President, Freedom House

Listen to adults who seem to be successful in life---people who have good jobs and take care of themselves and their families.

Ask questions about things you don't know or things you fear.

Set goals for yourself, like "This year I'm going to improve my grades" or "This summer I'm going to get a job."

Get on a positive track and stay on that track. If you get off track, *seek help*.

Stephen Hill

"The Captain," WILD

Stay in school! This isn't the first time you're hearing this, and there's a reason for that. Education opens doors for you. It's something you can count on.

Work hard in school because employers want people who can work hard at their job. And stay off drugs. I've *never* tried them, and I won't.

Larry Johnson

Cartoonist

Learn to love yourself. Realize that some of the things you see kids doing in the beginning seem like a lot of fun. Just don't forget, there's a consequence to every action.

I lost my brother to drugs.
A true friend is not

somebody who says, "Go for it!," but rather the person who says, "Hey, man, we don't need this!"

Christopher Lydon

News Anchor/Reporter, Channel 2

Love your work as much as your play, and your play as much as your work.

Alex Rodriguez

Chairman, Mass. Commission
Against Discrimination

Feel good about yourself. You're smarter and more able than our generation. Believe in yourself, but always work hard and *smile!*

Donnie Wahlberg

New Kids on the Block

Stay in school, say no to drugs, and work for peace in the streets.

Danny Wood

New Kids on the Block

Always do your best and *stay in school!*



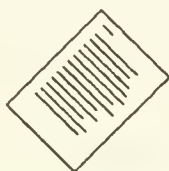


No matter what your future holds, you'll probably have to:

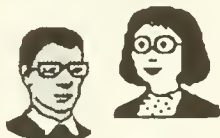
- ✓ write a formal letter



- ✓ prepare a resume



- ✓ have a face-to-face interview.



Don't panic.

They're all easy to do if you know the rules.

How to Write a Formal Letter

The formal letter---to get information from a college, to inquire about a job, or to request an interview---must follow certain rules. It is *not* the place to be creative.

Before you start, remember to:

- **Address the letter to a real person.** Try not to use "Dear Sir or Madam" or "To Whom It May Concern." Call the company or college for the correct name.
- **Type it** or have it typed, single-spaced.
- **Use white paper.** Save the pink stationery with blue dinosaurs for your friends.
- **Keep it clean.** Don't mail a letter with spaghetti sauce all over it.
- **Check** and check and check for spelling and grammatical errors.

Now that you know what it should *look* like, what do you *say*?

In any letter, you want to get to the point quickly and be clear about what you want.

In the first paragraph, mention who you are and why you are writing. In the second, specify what you need. As a wrap-up, explain where and how you can be contacted.

Don't forget to say "thank you" somewhere.

Now, when your draft is all done, ask someone to look it over: your family, your teacher, a friend.

Sometimes they can spot a typo when you can't. And sometimes they have advice.

Just before you mail it, make a copy for your files. It will come in handy when you write your next one!



SAMPLE LETTER

999 Rodent Road
Gottem City, MA 12345
October 1, 1990

Ms. Penny Nickels
President
Money Bags, Inc.
1234 Easy Street
Fat City, MA 54321

Dear Ms. Nickels:

I am inquiring about the position of part-time security guard at your firm that was advertised in Sunday's *Gottem Gossip*. I am currently a junior at Gottem City High School and am interested in a job after school and on weekends.

For the last two summers, I have worked as a security guard at the Holy Toledo Hotel. My duties there included staffing the security desk, responding to guests' concerns, and monitoring the building for the presence of any jokers.

Enclosed are my resumé and the names of my references. I am free to work after school every day, and I have a car, as the job description requires. I am also a licensed superhero.

I am available for an interview at any time. You can contact me at 637-1234. Thank you for your time and consideration.

Sincerely,

Brice Whyne

enclosures



How to Prepare a Resumé

Resumé is a French word for a brief summary of your interests, education, and experience.

Usually a prospective employer will ask for a resumé to look you over before you interview, mostly to decide if you're qualified to apply for a job.

Putting a resumé together is not hard. First, make a list of what you've done: what schools you've gone to, what jobs you've held, what skills you have, what activities you've been part of that might interest the employer.

Finished? Is your list too short? You may have done more than you give yourself credit for.

Don't forget:

✓ **volunteer work.** Do you tutor a classmate at school? Have you helped with a political campaign? Are you a teacher's aide at the day care center?

✓ **"unimportant" jobs.** Babysitting counts. So does delivering papers, especially if you've done it for a while.

✓ **special talents.** Speaking another language is often a big plus. Being able to play an instrument or coach a sport may help, too.

✓ **other skills.** Think about the job you want. If you're applying for a clerical job, for example, highlight your typing skills, word processing experience, and computer training. They're valuable, marketable skills.

✓ **sports.** Playing basketball for four years counts for a lot. It shows that you can stick with something, be part of a team, and take direction.

✓ **honors and awards.** Have you made honor roll? Been chosen

captain of the baseball team? Been elected class secretary? Organized a successful fundraiser? Add it to your list.

Next, think about your references: the names and phone numbers of three adults who know you well. References can be teachers, current and past employers, coaches, ministers.

[*Always* get the permission of your reference before you use his or her name. Sometimes, but not always, an employer will call a reference to ask about you.]

Now, put it all together.

There are different ways of organizing your resumé. You might do it chronologically, year by year. Or you can group work, school, and other activities separately.

But keep it brief. Don't use full sentences. Use phrases.



SAMPLE RESUME

Remember, the reader is not looking for your autobiography. He or she just wants a "snapshot" of you and your skills.

[Do you know who knows all about this? Your English teacher. Your guidance counselor can also help.]

When it's done to your satisfaction, take it to a good copy center. [Don't use the copier at the supermarket.] Make fifteen copies that you can include with job applications.

A dynamic resumé could be the ticket you need to get the job you want.

Brice Whyne

Whyne Manor
999 Rodent Road
Gottem City, MA 12345
Telephone: 617-637-1234

EDUCATION:

1985-1989 Generic University, Boston, MA.
Bachelor's Degree in Criminology
1981-1985 Gottem City High School

WORK EXPERIENCE:

1985-present Philanthropist, part time, Whyne Foundation
1983-1985 Security Guard, part time, Holy Toledo Hotel

ACTIVITIES:

1986-1989 Master Scientist Club, Generic University.
President, 1989
1985-1989 Generic University One-Man Gymnastics
Team. Coach, Captain, & Team, 1988-89.
1981-1985 Crime-Fighters League of America, Gottem
City High Branch. President, 1984-1985
1983-1985 Gottem City High School Science Fair
Exhibitor. First Prize, 1983, 1984, 1985.
1982-1985 Gottem City High School Football Team.
Coach, Captain, & Quarterback, 1982-1985.

AWARDS:

Every year Hero of the Year Award, Gottem City Citizens'
Association.
1988-1989 Best-Dressed List, National Association of
Cape & Mask Makers.

SPECIAL SKILLS:

Driving fast cars, confronting villains, scaling impossible
buildings, changing clothes quickly, fooling the public.

REFERENCES:

P.I. Gumshoe, Gottem City Police Commissioner
Don T. Giveaway, Asst. Director, Whyne Foundation
Almy Moneysworth, Manager, Holy Toledo Hotel

AVAILABLE TO WORK: Immediately or sooner.



How To Have An Interview, and *Live...*

Someday, somewhere, you'll have to have a face-to-face interview.

You might be:

- ☐ applying to college
- ☐ visiting a trade school
- ☐ competing for a union apprenticeship
- ☐ inquiring about a special program
- ☐ joining the military
- ☐ looking for a job.

No problem.....

First, read our advice on getting through a college interview on pages 48-50.

Most of that advice applies to *any* interview: Be on time, dress appropriately, say thank you.

But there are other rules you should know about, too. (Does this *ever* end?)

☛ **BE PREPARED.**

Take your resumé. You may be asked for it, especially at a job interview. It will help the interviewer learn about you quickly.

He or she can then skip all the fact-finding questions: "What experience do you have?" "What skills do you have for this job?"

For *any* interview, you might also want to take your high school transcript, just in case.

☛ **BRING YOUR "PORTFOLIO."**

A portfolio is just a sample of your work: artwork or writing or photos you've taken. For the interviewer, it's convincing evidence that you *do* know what your resumé says you know.

If you're applying for an apprenticeship in the carpenters' union, for example, bring photos of work that you've done, either at jobs or at school.

☛ **BE FORMAL.** This is one of those times when you *have* to be.

Stand up when the interviewer comes to meet you, shake hands, introduce yourself, and address him or her as "Mr." or "Ms." Look the interviewer in the eye, don't mumble, leave the gum and cigarettes at home, and *try* not to seem nervous. (Ha!)

☛ **ANSWER THE QUESTIONS.** Be ready to explain why you want that job (or college or apprenticeship or branch of the military). Think about these things in advance. You *will* be asked that question.

You'll also be asked about your knowledge (of the company, the military, the trade, or the college).

Now that
you have
all the
answers,
go get 'em!





The Directory

Who Ya Gonna Call?

Remember all our advice to get help?

(How could you miss it?)

Well, *here's* the help.

Every one of the groups we've listed here is ready to help: with tutoring or counseling or volunteer opportunities or special programs just for high school students.

And (almost) all are free---absolutely free!

[Some, like the Boys & Girls Clubs, have a small membership cost, usually about \$10/year.]

Give them a call. The contact person for each program is listed after the ☎.

When you call, explain to the person who answers the phone which program you're interested in.

After you're connected to the correct office, identify yourself:

"Good afternoon. My name is Wonda Woman, and I'm a junior at Superhero High."

Explain why you're calling, "I'm interested in your after-school karate class."

Get information, "I have a few questions. When are the classes? What is the cost? Who is eligible? How do I sign up?"

Then, ask them to mail you a brochure about the program (and, maybe, an application).

One more thing: Say thank you!

Don't be shy. Many of these programs are *looking* for students just like you.

Good luck!

ABCD

178 Tremont Street
Boston 02111
357-6000

ABCD has all kinds of programs---tutoring, GED classes, counseling---at sites across the city. Call the main number for the office nearest you.

ACCESS

60 State Street, #650
Boston 02109
723-7489
☎ Nancy Whitcomb

If the high cost of college is keeping you out, call ACCESS.

They will help you sort through it all, fill out financial aid forms, and put together your "package." You may even qualify for an ACCESS grant.

Talk first with the ACCESS counselor in your school. They're listed on page 55.

Then, if you need more information, call the ACCESS office.

☆ Special thanks to the Organization for a New Equality (O*N*E) and to Project GoodStart for help in compiling the Directory.



Another Course to College (ACC)

655 Metropolitan Ave.
Hyde Park 02136
364-8687

☎ Marilyn Hurwitz

If you're looking for a friendly high school with small classes and lots of support, check out ACC.

ACC is an alternative school for college-bound juniors and seniors, open to all BPS students. And because it's a public school, it's free. Call for more information.

Back-To-School Program

Boston Community
Schools
1010 Mass. Avenue
Boston 02118
725-4920

☎ Nancy Lee

If you know someone who's 12-15 years old and has dropped out of school, tell them to call the Boston Community Schools. Their Back-to-School program is especially set up to help "ease" students back into school.

Bilingual Master PAC

75 New Dudley Street
Roxbury 02119
427-0295

☎ Claudia Mora

Master PAC is an advocacy group for students (and their parents) who are in bilingual programs. They will help you with any kind of school problem you have or find the person who *can* help.

They also have staff people who can speak to you in your native language and help you understand BPS policies.

Black Achievers Branch

Greater Boston YMCA
316 Huntington Avenue
Boston 02115
536-7800 X 387

☎ Michelle Bishop

Black Achievers offers city kids all kinds of academic and career exploration help. In Project Explore, for example, you'll see how the Gardner Museum works---*behind the scenes*---and learn art history along the way.

They're also connected to lots of other agencies for special programs. Call!

Boston College

Chestnut Hill 02167
552-4789

☎ Jean McKeigue

B.C. runs tutoring and recreational programs for high school students during the school year and a sports camp for 10-16 year olds every summer.

Boston Community Schools

1010 Mass. Avenue
Boston 02118
725-4920

You've probably already taken a class or gone swimming at one of Boston's 35 community schools.

But did you know they also have a Teen Empowerment Program? They hire and train 13-18 year olds to carry out activities for other teens in their neighborhoods.

Check out the Back-To-School, City Roots, and GED programs also listed in the Directory. Call for a list of community schools near you.



Boston Partners in Education

145 South Street, 6th fl.
Boston 02111
451-6145

☎ Joyna Bozzotto,
Dorkas Gomez, or
Cary Joseph

Until recently, Boston Partners in Education was known as "School Volunteers." When they changed their name, they also expanded what they offer.

For students, Boston Partners provides training and career speakers to your club or group. They also offer after-school tutoring for middle and high school students.

Interested in a particular career? They can match you with a mentor, too.

For parents, Boston Partners runs all kinds of programs, as well as counseling and college workshops.

Boston Public Library

Copley Square
666 Boylston Street
Boston 02116
536-5400

The BPL offers all the traditional library services---books, films, study room, and research---plus more.

Check out the Young Adult Room on the mezzanine for tutoring, workshops, guest speakers, special events, and a terrific selection of books.

How many? 35,000!

Boston Student Advisory Council (BSAC)

26 Court Street
Boston 02108
726-6200 extension 5337

BSAC is the official student group for the BPS and produces *The Student Voice*. Members also meet monthly with the superintendent, sponsor Student Government Day, and hold forums on issues.

Boston University's Project Advance

605 Commonwealth Ave.
Boston 02215
353-3551
☎ Margarita Bazo

If you're in grade 9 or 10 at Brighton or English high schools, you're

WATCH TV AFTER SCHOOL!

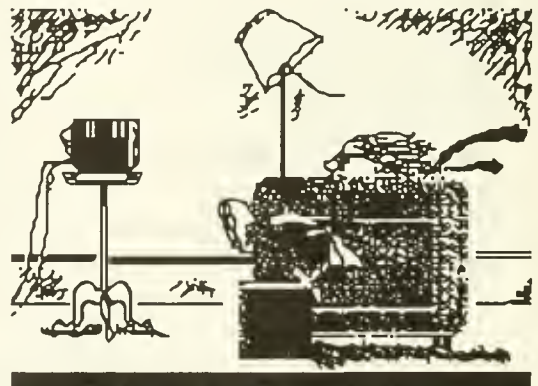
Tune in *Extra Help* on cable TV and see real live courses just for high school students:
Math Prep for the SAT
ESL/English as a
Second Language
English Skill Building
and many more.

You can also call in your questions and get help *on the spot*.

Channel A-23

Mondays, Tuesdays,
& Wednesdays
beginning at 3:00 pm
Live call in: 436-2100

Call Cablevision at
731-6127 and ask them
to mail you a course
schedule. *Then watch!*





eligible for this academic, counseling, and support program. You'll get all kinds of help during the school year, and be part of a special summer program.

Boys & Girls Clubs in Charlestown

15 Green Street
Charlestown 02129
242-1775

☎ Connie MacDonald

Roxbury

115 Warren Street
Roxbury 02119
427-6050

☎ Richard Ward

South Boston

230 West 6th Street
South Boston 02127
268-4301

☎ Joe Jackson

All three clubs have lots of programs for high school students, including tutoring, computer classes, study skills workshops, SAT prep courses, college and career counseling, job search help, sports.

Children's Museum

Museum Wharf
Boston 02210
426-6500 X 220

☎ Pat Stahl

Not just for "children," this museum has fun volunteer opportunities and jobs for high school students who are 14+.

Chinatown Boys & Girls Club

888 Washington Street
Boston 02111
426-0545

☎ Joe Tam

Drop into this club and you'll find physical fitness classes, ping pong, arts & crafts, swimming, tutoring, even a weight-lifting room.

They've also got the Keystone Club, a teen leadership group, and Job Access, a special program to train and place teens in jobs.

Choose Nursing!

Beth Israel Hospital
330 Brookline Avenue
Boston 02215
735-3949

☎ Eileen Hodgman

If you're a high school sophomore and serious about a career in nursing, this may be for you: a two-year program with seminars, counseling, and real work in a hospital. Call for their brochure.

City Roots

26 West Street
Boston 02111
725-4920

☎ Deborah Cave

A free, alternative high school, City Roots is for 16-21 year olds who have dropped out.

Offering small classes and lots of support, City Roots schools are in neighborhoods all across the city.

Citywide Parents Council (CPC)

26 Court Street, 3rd floor
Boston 02108
726-6200 X 5233

☎ Carmen Torres

The CPC offers all kinds of services to parents *and* students: information, advocacy, workshops.

Compact Ventures

Private Industry Council
185 Devonshire Street
Boston 02110
423-3755

☎ Cheryl Crawford

Part of PIC, Compact Ventures is a special program for grade 9 students who may be thinking about dropping out.



If you qualify, you'll be assigned to small classes, with specially trained teachers, an outreach worker, and a case manager.

Compact Ventures is in most high schools. Ask in your school office.

Computer Museum

300 Congress Street
Boston 02210
426-2800 X 344
☎ Greg Schroeder

Students who are 16+ can get volunteer (and sometimes paid) jobs at this unique museum.

You might catalog materials, program computers, develop exhibits, or work on special events.

Dimock Community Health Center

55 Dimock Street
Roxbury 02119
442-6769
☎ Darla Martin

If you know someone who's abusing alcohol or drugs (or who seems at risk for addiction), call Dimock.

Their Youth Intervention Program offers teens one-to-one help with any kind of drug problem. You can also be part of group counseling.

It's all free, confidential, and accessible: You can get help at Dimock or at many high schools.

Dorchester Counseling Center

591 Morton Street
Dorchester 02124
282-1511

This comprehensive community mental health center has a multi-cultural team of professionals who can help with any problem.

Drop in anytime. The staff is especially trained to help teens learn how to avoid pregnancy, substance abuse, AIDS.

EDCO Youth Alternative

650 Beacon Street
Boston 02215
262-9562

The Youth Alternative is a high school, run in association with the BPS, designed to help students stay in school.

The school has three special programs:

1. for students who want work-study
☎ Evalena Sullivan
2. for students who are mothers
☎ Karen Gamsby
3. and for students who've been referred by juvenile court
☎ Cheryl Schwartz.

They also have a new program that offers GED classes for young parents, 16-20 years old, who are AFDC/ET-enrolled.

EDCO has *lots* of counseling and other services for students and their families, and it's all free. Give them a call.

Freedom House

14 Crawford Street
Dorchester 02121
445-3700
☎ Phillip Harrington

Freedom House offers lots of programs for teens: Teen Club, RISE leadership program, college and career counseling, drop-in homework assistance, field trips, workshops, contests, financial aid help, sports, recreation.



Check out ACCESS PREP, a program that pairs students with mentors who work with them to stay in school and go to college.

Freedom House also sponsors **Project REACH** (below).

GED Classes

If you've dropped out of school, you can still get a diploma in one of two ways. You can go back and graduate (see **Back-To-School**).

Or you can take classes and get a General Equivalency Diploma (a GED). GED classes are offered at sites across the city, usually at night for working students.

Many neighborhood agencies also offer GED classes, some in languages other than English.

Call for more information:
ABCD.....357-6000
Boston Community
Schools 725-4920
ESAC 524-2555
Alianza Hispana... 427-7175
Oficina Hispana ... 522-8917

Higher Education Information Center

Copley Square Library
666 Boylston Street
Boston 02116
536-0200

Satellite Office:
Roxbury APAC
62 Warren Street
Roxbury 02119
442-5900

By now, you should know all about the Higher Education Information Center. *Now, go!* Stop by anytime for a tour.

Or call and ask them to mail you, "Need a Little Help?" It's an easy-to-read booklet that describes where to find alternative schools, tutoring programs, college help, and more.

HOPE Talent Search

55 Dimock Street
Roxbury 02110
442-9401
☎ Beatriz McConnie

HOPE Talent Search offers bilingual counseling on careers, colleges and technical/trade schools, financial aid, and educational opportunities for students and adults.

JFK Library Corps

Columbia Point
Dorchester 02125
436-9986
☎ Margaret Leipsitz

This volunteer program for middle and high school students provides all kinds of community services, and is fun, too.

What do you do? You might plant a garden, put on a puppet show at a school, stock a food pantry for the homeless, and more. Call!

Jobs for Youth High School

312 Stuart Street
Boston 02116
338-0815

JFY High is an alternative high school for students who have dropped out (or are about to). JFY High offers small classes and personal attention. *And it's free.*

La Alianza Hispana

409 Dudley Street
Roxbury 02119
427-7175
☎ Teresa Guarra
☎ Emma Romero



Alianza offers many programs for Hispanic teens, including all kinds of counseling. They also have programs to help teens improve their self image and confidence.

Their "Say Yes To Youth" program also offers GED classes and job counseling to 16-21 year olds.

Lena Park/Orchard Park Neighborhood House

150 Amer. Legion H'way
Dorchester 02124
436-1900
☎ Charles Syrkett

Swing by Lena Park after school for tutoring, arts & crafts, field trips, recreation, and more.

Mass. Advanced Studies Program (MASP)

Milton Academy
170 Centre Street
Milton 02186
698-7800 extension 2530
☎ Kathy Thomas

Don't let the name fool you: *This is fun.*

During this six-week summer program, you'll take interesting college-level classes,

with concentrations in science, math, computers, the humanities, and more. You'll also live on campus.

Sophomores are eligible; call for an information packet in October.

Mass Advocacy Center

95 Berkeley Street
Boston 02116
357-8431

Mass Advocacy is an independent group that does "case advocacy" for students who have been excluded from school.

Excluded how? Maybe by being suspended or expelled.

They also advise students who need help to find programs that meet their educational needs.

Mass. College of Art

Dept. of Art Education
621 Huntington Avenue
Boston 02115
232-1555 X 411
☎ Maureen Kelly

Interested in art? Check out the Saturday Studio: workshops and studio classes for serious art

students. They also offer art classes during the summer. Scholarships are available to Boston students.

MassPEP (Pre-Engineering Program)

553 Huntington Avenue
Boston 02115
427-7227

If you're interested in math and science, check out MassPEP's extensive programs: classes, research, projects, mentors, internships, and lots more.

MassPEP is available to students in eight BPS high schools. Ask your guidance counselor or the MassPEP teacher/coordinator in your school.

Museum of Afro-American History

46 Joy Street
Boston 02114
742-1854
☎ Maurice Nobles

This small museum has a lot to offer students: African Meeting House tours, the Black Heritage Trail, research help, Black History Library, publications, and special events.



Where is it? On Beacon Hill. Call to get on their mailing list. It's great!

Museum of Fine Arts

465 Huntington Avenue
Boston 02115
267-9300 X 300
☎ Lorri Berenberg

If you're a BPS student, you may be eligible for free, after-school art classes. Ask your art teacher or guidance counselor.

Museum of Science

Science Park
Boston 02114
589-0380
☎ Margaret Turano

Students who are 14 and older can volunteer at the museum and get an inside look at how it all works. Another benefit: You'll get lots of "extras."

They also offer all kinds of computer and science courses for high school students. Call for a list.

Museum of Transportation

15 Newton Street
Boston 02146
522-6547
☎ Mary Wiseman

Volunteer at this museum and you'll take part in

special activities, meet lots of people, and learn about antique cars.

New England Aquarium

Central Wharf
Boston 02110
973-5235
☎ Elizabeth Carter

The Aquarium takes volunteers who are 16+ to help "behind the scenes" or to work with the public. If you call next spring, you might be able to volunteer on a whale watch.

Northeastern University's Balfour Academy

360 Huntington Avenue
Boston 02115
437-2328
☎ Carla Oblas

Balfour Academy is a Saturday morning and summer program that helps students get ready for (*and succeed in*) college.

If you're picked, you'll start early (as early as grade 7) and get tutoring, support, and recreation.

Northeastern University's Open Campus

360 Huntington Avenue
Boston 02215
437-2200
☎ Mike Clifford

If you're a senior interested in Northeastern, you can get a sneak preview of the college by taking a tuition-free course in the

The Parent & Student Information Center

at Madison Park/HHORC
55 New Dudley Street
Roxbury 02120-3198
442-4780 or 442-4572

The Student & Parent Information Center can help with any kind of assignment question you have. They can help you fill out assignment forms, explain the transfer process, fix

your transportation problem, tell you what courses each school offers, even steer you to special programs for BPS students.

They're open Monday - Friday, 8 am - 4 pm, during the school year. The staff can help you if you speak Chinese or Spanish, too.
Give them a call....



winter quarter. They're day courses scheduled in the afternoon so you don't miss your high school classes.

Office of Jobs & Community Services

43 Hawkins Street
Boston 02114
723-1400 X 225
☎ Denise Dodds

A city agency, OJCS can help you find alternative education programs and GED classes.

Ask about Job Starts, a special program to place teens (and adults) in good jobs.

Private Industry Council (PIC)

185 Devonshire Street
Boston 02110
423-3755
☎ Marianne Cardarelli
☎ Craig Williams

PIC runs several programs just for BPS students, including the Boston Compact and Compact Ventures.

They also hire, train, and supervise the Career Specialists who work in the high schools.

Project GoodStart

485 Columbus Avenue
Boston 02118
424-O•N•E•1
☎ Leslie Belay

Project GoodStart believes that education is the key to success. Their efforts encourage grade 9 students to take advantage of all the programs available to them so that they can stay in school.

The project also exposes students to college life through visits, interviews, counseling, and more.

One highlight is their Project GoodStart Fair, a one-day exhibit of agencies that serve teens. Call for more information.

Project REACH

Freedom House
14 Crawford Street
Dorchester 02121
442-7838
☎ Albert Gentry

See page 21 for details.

REACH also has special scholarships: one for computer science and one for science and engineering. Check them out.

Roxbury Comprehensive Community Health Center

435 Warren Street
Roxbury 02119
442-7400 extension 412
☎ Francine Locker

In addition to health services, Roxbury Comprehensive offers all kinds of after-school tutoring for teenagers.

You can take classes in reading, writing, algebra, geometry, Spanish, and the sciences.

South Boston Neighborhood House

521 E. 7th Street
South Boston 02127
268-1619
☎ Sue Dunn-Tamul
☎ Bryan Van Dorpe

The Neighborhood House offers classes, PSAT prep courses, and other drop-in activities for teens.

Special Needs Parents' Advisory Council

60 Hawthorne Street
Roslindale 02131
469-0727
☎ Diane Molle

Sped PAC can help you and your parents with any special needs problem ---assignment, transporta-



tion, compliance, and more.

They can even get you legal help for special needs cases.

Where's Hawthorne Street? It's behind the Irving Middle School on Cummins Highway. The office entrance is at the rear of the school.

Sportsmen's Tennis Club

930 Blue Hill Avenue
Dorchester 02124
288-9092

Try out after-school tennis lessons for Boston students who are 6-17 years old. (Registration fee: just \$3.)

STEP

ABCD
178 Tremont Street
Boston 02111
357-6000 X 310
☎ Jay Ostrower

ABCD runs this special program for students going into grade 9 and follows them all the way through grade 11.

STEP combines academic (and other) help during the year at local colleges with good

summer jobs. Call ABCD for more information.

Student Volunteer Resource Center

See *Voluntary Action Center*.

Teen Line

See *United Way of Mass Bay*.

United South End Settlements (USES)

566 Columbus Avenue
Boston 02118
536-8610

Drop by USES for after-school recreation, study, and job readiness programs.

United Way of Mass Bay

87 Kilby Street
Boston 02109-3966
482-8370 X 229

UWMB publishes **Teen Yellow Pages**, a tiny book *packed* with information you can use: on drugs, education, the law, and much more.

It also lists Boston agencies that can help you with problems and advice. Call for your free copy.

UWMB also runs a free telephone hot line for

information and referrals:
Teen Line.....424-5700.

It's open Monday-Friday, is run by Boston City Hospital, and is anonymous.

Teen Line staff can help you with any problem or refer you to one of 1000 agencies that can.

Why do most teens call the Teen Line? For information on drugs, AIDS, birth control, jobs.

U.Mass./Boston Urban Scholars

Harbor Campus/M-3-704
Dorchester 02125
287-5830
☎ Joan Becker

Students at Burke, Dorchester, and South Boston high schools are eligible for this free academic and enrichment program.

What do you need to get in? Good grades.
(*Sound familiar?*)

Once accepted, you get tutoring and counseling, plus the chance to take college-level courses at U.Mass./Boston.



Upward Bound

Simmons College
300 The Fenway
Boston 02115
738-2157
⑦ Bard Hamlen

U.Mass./Boston
Harbor Campus
Dorchester 02125
929-7860
⑦ Jim McCarthy

Two local colleges run terrific college-prep programs for high school students. They combine academic help during the school year with live-on-campus programs during the summer. And they're both free.

Urban League's Positive Futures

88 Warren Street
Roxbury 02119
442-4519
⑦ Andrew Spooner
⑦ Harold Sparrow

Positive Futures is an after-school support program for black males ages 10-15. One session each week is structured, with guest speakers and lots of discussion.

What kinds of speakers? All kinds. You might hear a professional athlete talk about his work. Or meet

a doctor who'll answer your questions about AIDS.

The second session each week is strictly for fun: ball games, field trips, special projects.

The Urban League also has a mentor program and a Young Fathers program (in some high schools).

Voluntary Action Center

2 Liberty Square
Boston 02109
482-8370
⑦ Kerstein Russell

The VAC has a special office, the **Student Volunteer Resource Center**, that matches teens to volunteer opportunities.

After an interview, they match you by computer to one of 300 agencies who need help. Give them a call.

YMCA & YWCA

The Y offers a whole lot more than a swimming pool.

For example, Aswalos House, a YWCA in Dorchester, has special programs for teens who

are parents as well as after-school tutoring for high school students.

They also have TIP, the Teen Initiative Program, which places teen volunteers in neighborhood agencies. Call the branch near you for specifics:

YMCA

Boston 536-7800
Brighton..... 782-3535
Dorchester 436-7750
Hyde Park 361-2300
Roxbury..... 427-5300
South Cove 426-2237
W. Roxbury 323-3200

YWCA

Aswalos..... 442-9645
Boston 536-7940

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For more information or
to request copies,
please write or call:

Boston Public Schools
High School Zone Office
55 New Dudley Street
Roxbury MA 02120-3198

(617) 442-0069

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